

Reference # _____

Franklin Covey Co.
PERMISSION APPLICATION

We appreciate your interest in Franklin Covey material. In order for us to respond quickly to your request, please be as specific as possible.

Please return this Application and any additional information to Annie Oswald, Franklin Covey Co., via facsimile, 801-817-8017, or mail request to: Franklin Covey Co., Legal Services, 2200 West Parkway Blvd., Salt lake City, Utah 84119, or email, Annie.Oswald@FranklinCovey.com. Franklin Covey is not responsible for misdirected, incomplete, and-or erroneous requests. A “no response” does not constitute permission.

Date of Request: _____ Date Needed: _____

Email: _____

Name: _____

Title: _____ Phone: _____

Organization: _____ Fax: _____

Address: _____ State, Zip, and Country: _____

Website, if applicable: _____

Please answer the following questions completely.

1. Nature of your request (for profit, nonprofit, education, etc.)?
2. What material do you wish to use and what is the source of the material (book, magazine, audio, video, etc.)?
3. How will the material be used, distributed and to whom (for what purpose, in what language, for internal or external distribution, in what countries, etc.)?
4. Does our material take up less than 10% of your work (presentation, manual, etc.)?
5. If the Franklin Covey material will appear as part of a larger work (book, workbook, program, etc), please submit along with this application:
 - a. The title of the work
 - b. A copy of your Table of Contents and/or outline of program content

- c. A summary of how the material will appear in your work
- d. The price you will charge for the work

*In general, it takes from two weeks to two months to complete the application review process.

PERMISSION DECISION & TERMS	
Date responded: _____	Responded By: _____
Permission is: Granted _____	Denied: _____
Required Permission Fee*: _____	
*Fee is due upon receipt of the invoice generated by Franklin Covey upon receipt of this document signed below.	
Terms:	

Other Restrictions: Permission is granted on this limited basis only and is valid for one year beginning on receipt of this signed document. Any extended, additional, or renewed use of this material requires separate written authorization from Franklin Covey.	
By signing below, you acknowledge and agree to the permission terms provided herein. All decisions are final. Any changes to this document after Franklin Covey's reply will automatically terminate this permission. Sign below to indicate your acknowledgement to the terms of this permission, specified above. Permission shall be finalized once a signed copy of this form is returned to the Permission Specialist.	
_____	Date: _____
I have decided NOT to use the Franklin Covey material request.	
_____	Date: _____