



**SALES REPORT AND PAYMENT INSTRUCTIONS FOR DISTRIBUTORS**

(Next update: December 1, 2007)

**Please follow the sales report and payment information below carefully. The instructions vary depending on the Photolibary collection you represent.**

Your RM sales reports should contain the following information:

<u>Fee details</u>	<u>Fee Costs</u>	<u>Use of Images</u>
Invoice Date	Withholding tax	Exclusive or non exclusive Media
Invoice number Invoice amount		
PLC Image number		Industry
Other fees (loss/damage fee)		Territory
Net Payable to PLC		Start Date End Date

**For sales of images from Photolibary RM, Photolibary RF, Oxford Scientific (RM), Garden Picture Library (RM), Fresh Food Images (RM), and 81a RF send sales report to:**

[UKsalesreport@photolibary.com](mailto:UKsalesreport@photolibary.com)

**Send Wire Payment to:**

**Barclays Bank PLC  
Account Number: 70527580  
For Credit to: Photolibary Group Limited**

Sort Code 20-06-05  
Knightsbridge Business Centre  
P.O. Box 32014 London NW1 2ZG  
IBAN GB76BARC20060570527580 IBAN BIC / SWIFT BIC BARCGB22

Photolibary Group Limited  
4th Floor 83-84 Long Acre  
London WC2E 9NG United Kingdom  
Telephone 020 7836 5591  
Facsimile 020 7379 4650 2

**Notify us of the payment at [UKsalesreport@photolibary.com](mailto:UKsalesreport@photolibary.com). Tell us the amount and currency of the wire, the invoice date and invoice number you are paying.**

**For sales of images from Monsoon Images (RM), Index Stock RM, Index Stock RF, and Index Open RF Subscription send sales report to: [USSalesreport@photolibrary.com](mailto:USSalesreport@photolibrary.com).**

You may be required to follow certain guidelines for reporting Index Open. Please see your contract for details.

**Send Wire Payment to:**

**Silicon Valley Bank  
Account # 3300081047  
For Credit to Index Stock Imagery**

3003 Tasman Drive Santa Clara, CA 95054  
Swift ID: SVBKUS6S,  
ABA# 121140399

**Notify us of the payment at [USSalesreport@photolibrary.com](mailto:USSalesreport@photolibrary.com). Tell us the amount and currency of the wire, the invoice date and invoice number you are paying.**

If you have any questions please contact us at [agent@photolibrary.com](mailto:agent@photolibrary.com).

Thank you from Photolibrary.