



Dear Customer,

Rio Grande is proud of the photos and information present in our catalogs, on our website and in our other marketing material, all of which are copyright protected. Permission is required to use any of these copyrighted information and/or photos. Please follow the guidelines below to avoid copyright infringement.

To request permission to use copyrighted material, please submit a letter detailing the following:

1. Specify the stock numbers, photos and/or copy you are requesting permission to use.
2. Specify the marketing source from which you identified the material (i.e. from website or specific catalog).
3. Provide information on how the material will be used (i.e. printed brochure, website - *specify web address*).
4. The start date and intended duration of use of the material.
5. Your mailing address and phone number.

By submitting your signed letter of request, you are agreeing to the terms below:

Rio Grande extends the right for you to use our copyrighted material. Rio Grande expects that if you are using photos of products that we sell with the intent to resell, that you will then purchase said items from us. Rio Grande reserves the right to withdraw copyright permissions at our discretion and upon notification; you must discontinue use of them.

Print Name: _____

Address: _____

City, State, ZIP: _____

Email address: _____

Signature: _____ Date: _____

Submit this signed form along with a letter of request by mail, fax or email to:

Rio Grande
Attn: Amy Jaramillo
7500 Bluewater Rd NW
Albuquerque NM 87121
Fax: 505-938-4931
amy.jaramillo@riogrande.com

Requests will be reviewed and processed within ten business days. Requests for more than twenty items may require up to twenty business days. Approved requests will be sent a copyright permission notice along with copyrighted material requested via mail or email

For your bench. At your side.