



Dear Sirs,

We are glad you are up to sign in our sets database. Before subscribing, please take a little moment to read the explanations below.

The **subscription form is an Excel document** you can **directly** fill in on your computer and send us back by email. You also can fill it, print it and send it to us by mail (address at the bottom of this email)

The subscription is in **5 steps** (5 pages):

- *Subscription and diffusion agreement;*
- *General information;*
- *Contacts and shooting permits;*
- *General presentation of the set;*
- *Used materials and descriptions.*

To help you, the form has been **protected, only the purple cells can be modified.** Commentaries (noticed by red corners at the right top of each cell) will show you the information you will have to fill. You simply have to put your mouse cursor on one cell to see the message.

Cells have been dedicated in the form if you would like to add **more information**. You can also send them us by mail or email.

If you have several properties, please fill **one form per property**.

Regarding photographs, please send us a maximum you can. You can send them by email or by CD-ROM, precising your last name, name of your property, city and place name. On each photograph, please notice us the place you shoot (room 1, kitchen, garage....). Please send photographs under **1 Mb per photo**.

Please find below a piece of advice for taking views (you will find in attachment examples of the kind of views we are looking for - Pdf document)

- **Exteriors:**

- **panoramic view of the surroundings**, taken from a road, a hill or another back-off point, as we can see the environment your property is located in, as well as the accessibility.

- **outdoors shots** of each place you allow for shootings (fronts, barn, gardens, pools....)

- field shot (what you see in front of you)

- reverse shot (same area, but reverse point of view),

- **Interiors:**

- **indoors shots** of each room you allow for shootings, in field shot and reverse shot (see the definitions upper).

Do not hesitate to contact us for further information or help.

See you soon in our database!!!!

Thierry BORDES / Fanny STEMART

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