

Instructions for New JLO Applicants

JUKEBOX LICENSE AGREEMENT: (Please Do Not Alter the Agreement)

Front:

- Carefully read the terms and conditions of the license agreement.
- Fill in your company's legal name and address at the top of the page.
- The blank contained in paragraph 1(a) should be filled in with the **year** in which your license begins. All license terms commence on January 1. Please do not alter this date.

Back:

- As LICENSEE, you will complete the information on the lower right side of the page only.
- Next to "Licensee," enter the same company name that appears on the front.
- Owner, partner or corporate officer should sign in ink at "By" line.
- Print the title of the individual signing the license at "Title" line.
- The JLO will countersign the license and return an executed copy to you for your files.

SCHEDULE A: *Used to report the number of jukeboxes in operation and to calculate fees.*

- Complete the top section of the Schedule A. Indicate "d/b/a," if applicable.
- **The 1st jukebox rate is fixed. Calculate your fee for your 2nd box and above at rate "A" unless you are a current member of the Amusement & Music Operators Association (AMOA.)**
- *Current* members of the AMOA may qualify for the reduced rate 'B' by providing a current *AMOA-JLO Identification Code* on the Schedule A where indicated. Questions regarding membership in the AMOA should be directed to 1-800-YES-AMOA (1-800-937-2662.)
- Determine your fee amount by adding the first box rate to the amount for any additional boxes.
- Date and sign the lower portion of the Schedule A ("Certification") in ink.

PAYMENT *should equal the total license fee calculated on the Schedule A.*

- Make check payable to Jukebox License Office.
- License and fees *must* be received within 30 days of placing a jukebox in operation.
- Company or personal checks are acceptable, but *certified; cashier's check, credit card or money order* will expedite the processing of your certificates. Your certificates will be processed and mailed within approximately two weeks of the JLO's receipt.

The JLO we must receive the following to process a license:

- 1) **Signed Jukebox License Agreement,**
- 2) **Signed Schedule A and**
- 3) **Complete payment of license fee due.**

Remit these items in the JLO return envelope or mail to:

Jukebox License Office, 2 Music Square W, Nashville, TN 37203

QUESTIONS? Call 615-727-5366