

Instructions for 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 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, 1700 Hayes Street, Suite 201, Nashville, TN 37203

QUESTIONS? Call 1-800-955-5853