

HOW TO REPORT YOUR COPIES

Reporting photocopies and prints

POST

Send us your copies by post.
Follow these 4 steps:

- 1 **Complete** a reporting form or make a copy of the colophon of the publication.
- 2 **Write** the number of pupils who get a copy.
- 3 **Clip** together the reporting form/colophon and your copy.
- 4 **Place** it in the black tray by the photocopier.

The school's contact person will regularly collect and send the copies.

Reporting digital copies

ONLINE

Send us your copies via our online system.
Follow these 4 steps:

- 1 **Open** the link you have received from the school administration.
- 2 **Transfer** the files you wish to report.
- 3 **Provide** information about e.g. author, title, publisher and ISBN/ISSN.
- 4 **Send** the files to us with one click.

You can send the copies as you make them or collect and send for one month at a time.

E-MAIL

Send us your copies by e-mail.
Follow these 4 steps:

- 1 **Open** an e-mail and attach the copies you wish to report.
- 2 **Write** the name and number of the school in the subject field.
- 3 **Provide** information about the source and the number of pupils who have received or seen the copy.
- 4 **Send** the e-mail to kopi@copydan.dk.

You can send the copies as you make them or collect and send for one month at a time.

Thank you for reporting your copies this academic year. This way you help ensure that authors, musicians, illustrators and publishers like us receive payment for our work

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