

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

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.

JESPER WUNG-SUNG
AUTHOR

TRINE MAY
TEXTBOOK AUTHOR

BJARNE LIST NISSEN
COMPOSER



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.