

HOW TO REPORT YOUR COPIES

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 tray by the photocopier.

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



Digital copies

ONLINE FORM

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

- 1 **Open** the link you have received from the school administration.
- 2 **Upload** the copies you wish to report.
- 3 **Fill out** the forms with information about each copy.
- 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 each copy as well as 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

JESPER WUNG-SUNG AUTHOR TRINE MAY TEXTBOOK AUTHOR BJARNE LIST NISSEN COMPOSER