

Supporting Academic Special Requests

Publishers participating in our Pay-per-use Academic services can view, manage, and respond to special requests in Publisher Portal.

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Academic Pricing Workflow: Setting Price, Terms & Conditions

- When responding to academic special requests you can choose to price Per page/ Per copy or Flat fee.
- Select the 'Per Page/Per Copy Fee' option and enter the per page pricing, per copy pricing, or both.
 - o The total calculated fee will be displayed in the 'Price' field.
 - o There are also optional fields to provide special terms, comments and/or a Rightsholder reference number.
- Once all relevant details have been provided, click Approve

Price by 🕜	Per Page / Per Copy Fee	>
	⊖ Flat Fee	
Per Page Fee:	Please enter a price.	USD
AND / OR	Required format: 1.25	
Per Copy Fee:	Please enter a price.	USD
	Required format: 1.25	
Price:	0.00 USD	
Special Terms: (optional)	Please enter the special terms for the buyer. Special terms will be appended to your terms and conditions.	
Comment: (optional)	Please enter a comment for the buyer. Comments are added to the Communication tab.	
	Attach file No file attached (.pdf, .jpg, .gif, .tiff, .png)	
Rightsholder Reference Number:		
(optional)		

- When selecting the 'Flat Fee' option, enter the amount in the field provided.
 - o There are also optional fields to provide special terms, comments and/ or a Rightsholder reference number.
- Once all desired fields are completed, click Approve

Price by 😮	O Per Page / Per Copy Fee	
Flat Fee:	Please enter a price.	
	Required format: 1.25	
Special Terms: (optional)	Please enter the special terms for the buyer. Special terms will be appended to your terms and conditions.	
Comment: (optional)	Please enter a comment for the buyer. Comments are added to the Communication tab.	
	Attach file No file attached	
	(.pdf, .jpg, .gif, .tiff, .png)	
Rightsholder Reference Number: (optional)		

<u>Questions:</u>

- Contact Customer Service
- RIGHTSHOLDERS@COPYRIGHT.COM
- 978-646-2800
- Live Chat option within the application



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