



© Copyright Service

Sky-Rocket Recordings

INSTRUCTIONS FOR COPYRIGHT SUBMISSIONS

PLEASE FOLLOW THESE INSTRUCTIONS PRECISELY

FOR LYRICISTS ONLY:

1. Print out each set of lyrics you wish to copyright, preferably on one page per song
2. Make sure your name and address are clearly listed on each sheet
3. Include one printed sheet with a list of all song titles you have included for copyright
4. Enclose a self-addressed and stamped A4 envelope for your return package.
5. Send to Sky-Rocket Recordings at the address below.

FOR LYRICISTS AND COMPOSERS:

1. Follow the steps 1-3 for lyricists above
2. Enclose a CD containing the recorded material you wish to copyright
3. Make sure your lyric sheets match the lyrics on the CD
4. Enclose a self-addressed and stamped A3 padded envelope for your return package.
5. Send to Sky-Rocket Recordings at the address below.

Sky-Rocket Recordings will check and certify your material on receipt of payment and material and will return your Copyright Certificate package within 14 days of receipt.

Please ensure to include a valid email address so that we can contact you should there be any queries.

Please note that any party seeking copyright is solely liable for any misrepresentation and that Sky-Rocket Recordings will in no way be held liable for any false claims.

We can only copyright for the person who has paid our fees and not a 3rd party.

Sky-Rocket Recordings, 10 High View Close, Marlow, Bucks SL7 3QN

info@skyrocketrecords.co.uk

www.skyrocketrecords.co.uk



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• IMPORTANT CHECK LIST

• POSTAGE

1. Make sure you use postage STAMPS on your self-addressed envelope. Post Office pre-paid labels are date dependent and should not be used.
2. Postage costs are based on weight and width of a package and you need to ensure that the correct postage is applied to both envelopes. The best way to ensure correct postage is by filling the return envelope with the contents and having it weighed and priced at the Post Office. **IF INCORRECT POSTAGE IS USED THE POST OFFICE MAY NOT DELIVER IT TO YOU AND WE ARE NOT LIABLE FOR NON-DELIVERY.**
3. Make sure your self-addressed envelope is large enough to contain your CD(s) and Lyric sheets.
4. Make sure to leave your self-addressed envelope unsealed.

• CONTENTS:

1. Make sure any lyric sheets are printed on A4 paper with one set of lyrics per page.
2. Ensure your name and address is printed on each lyric page
3. Enclose 1 CD containing all of your tracks. Do not send multiple CDs unless they are separate albums or you cannot fit all of the tracks you wish to copyright onto 1 CD.
4. Check your CD to make sure it has recorded successfully before sending.
5. **DO NOT** mark your CDs in any way except for a specialised CD marker. Sticking labels directly onto a CD or using the wrong pens may damage the CD and thus invalidate your copyright.
6. Put your CD in a case, preferably solid case, for further protection.
7. Write the track listing along with your name & address onto the CD case label.

Thank you for following these instructions.

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