

Introduction to EasyRoyalties

Summary

Easy Royalties is designed to make managing your royalty liabilities quick and easy. This document provides an overview of how to use this royalty software to create author records, create title and edition records, create royalty contract, import sales and generate royalty statements.

You can download a 30 day trial version of EasyRoyalties at www.easyroyaltiesusa.com

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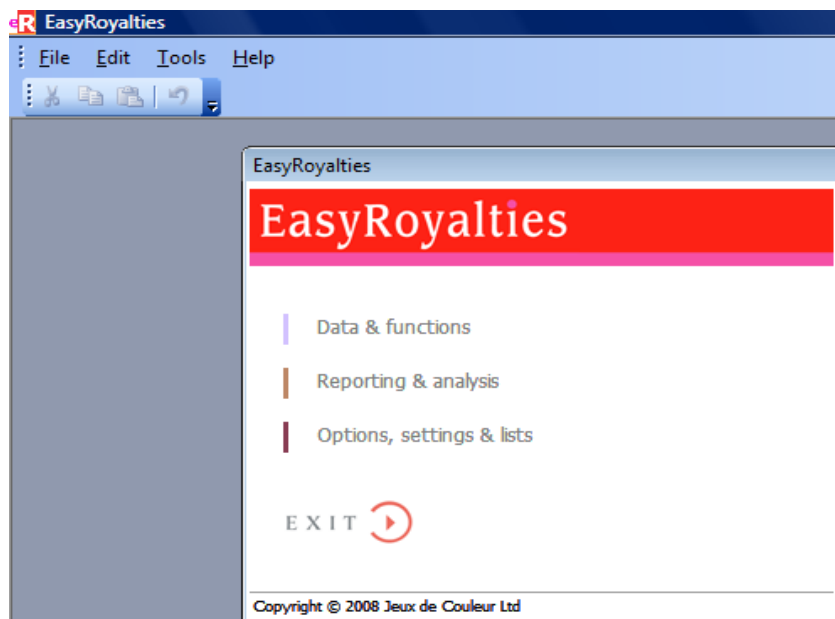
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1.0 Introduction

Below is the main screen for Easy Royalties.

The Menu Bar at the top of the screen contains the following functions:

- **File** contains tools for importing or exporting Information; such as sales, products or authors, creating a new database or changing the database that you are using.
- **Edit** contains the basic edit commands such as undo, cut, copy and paste.
- **Tools** contain the commands for backing up and restoring your royalty database.
- **Help** provides access to the online help database.



The main Easy Royalties menu includes 1) **Data & functions** where you create royalty records and statements, 2) **Reporting & Analysis** that gives you access to sales and product reports and the 3) **Options, settings & lists** menu where you can customize the system settings for your organization.

2.0 Options, settings & lists

Options, settings & lists is comprised of several sections; General, Authors, Companies & contacts, Exchange rates, Retail sales, Stationary, Territories and Titles.

This introduction covers the four most important sections; General, Authors, Retail sales and Titles. You can find information about the other sections in the Easy Royalties Help Menu.

The screenshot shows a software interface titled "Options, settings & lists". On the left is a sidebar with a list of options: "General", "Authors", "Companies & contacts", "Exchange rates", "Retail sales", "Stationery", "Territories", and "Titles". The "General" option is highlighted. The main content area has two tabs: "General" (active) and "Currencies & rates". Under the "General" tab, there are three input fields: "User" (empty), "Company" (containing "Your Company"), and "Home language" (a dropdown menu showing "English"). Below these fields is a checkbox labeled "Validate ISBN numbers on data entry", which is currently unchecked.

2.1 Options > General

The **General** tab (see above) is where you enter your company name, and most importantly choose if the program will Validate ISBN numbers on data entry.

Validate ISBN numbers on data entry will validate the ISBN number you entered in the Title's ISBN field against the ISBN algorithm. If the number is invalid you will see an error message and must correct the ISBN number before you can continue.

If you plan to use a number other than an ISBN number in the ISBN field to identify your products you must turn off this selection.

Easy Royalties has a product code field, in addition to the ISBN field. If you use unique product codes you can enter the product's real ISBN in the ISBN field and the product code in the product code field. When importing the system will use the ISBN or the product code.

2.2 Authors > Fee Types

The **Fee types** tab is where you create the names of the fee types that you charge against author royalties. The fee type names that you enter here will print on the author royalty statement if a fee of that type is charged against it.

The screenshot shows the 'Options, settings & lists' window. On the left is a sidebar with 'Options' selected, and 'Authors' is highlighted under the 'Options' section. The main area has tabs for 'Author types', 'Author rights', 'Revenue types', 'Activities', 'Fee types', and 'Due events'. The 'Fee types' tab is active, displaying a list of fee types: '1st advance', '2nd advance', '3rd advance', 'Advance towards royalties', 'Expenses', 'Flat fee', 'Sign-up fee', and '(new fee type)'. At the bottom of the main area are 'New item' and 'Remove item' buttons.

2.3 Retail sales > Sales Types

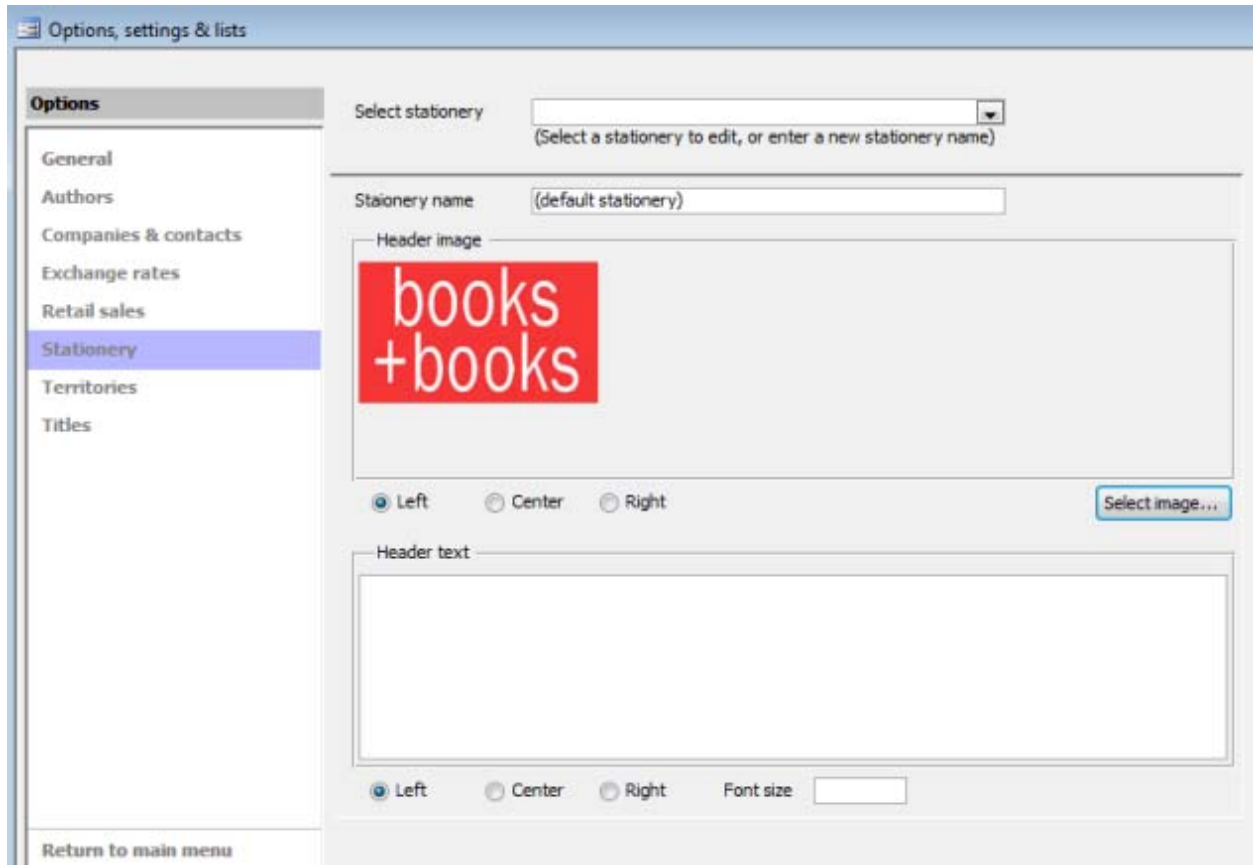
The **Sales types** tab is where you enter the different types of sales that are subject to different royalty rates. For example; if you pay a different royalty on sales to wholesalers you would create a royalty type called Wholesale. Your sales import file will contain a field to identify the sales type for each invoice or credit memo.

The screenshot shows the 'Options, settings & lists' window. On the left is a sidebar with 'Options' selected, and 'Retail sales' is highlighted under the 'Options' section. The main area has tabs for 'Sale types' and 'Printing types'. The 'Sale types' tab is active, displaying a list of price types: 'High discount', 'Normal', 'Premium', 'Press', 'Retail', 'Wholesale', and '(new item)'. At the bottom of the main area are 'New item' and 'Remove item' buttons.

2.4 Stationery

The Stationery menu is where you create the heading(s) that will appear at the top of your royalty statements. The header can consist of a Header image and/or text.

Some publishers create different royalty statement stationery for each imprint/product line.

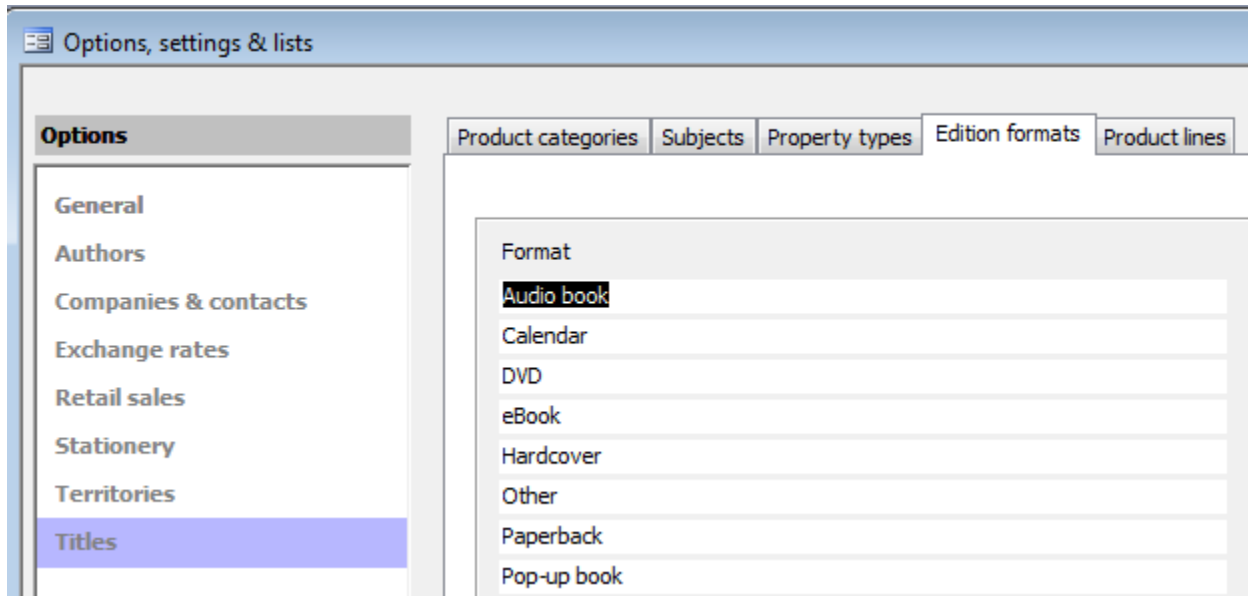


The screenshot shows a web application interface titled "Options, settings & lists". On the left is a sidebar menu with the following items: "Options", "General", "Authors", "Companies & contacts", "Exchange rates", "Retail sales", "Stationery" (highlighted), "Territories", and "Titles". At the bottom of the sidebar is a link "Return to main menu". The main content area is for editing stationery. It features a "Select stationery" dropdown menu with the instruction "(Select a stationery to edit, or enter a new stationery name)". Below this is a text input field for "Stationery name" containing "(default stationery)". The "Header image" section displays a red square logo with the text "books + books" in white. Below the image are radio buttons for "Left" (selected), "Center", and "Right", and a "Select image..." button. The "Header text" section is a large empty text area. Below it are radio buttons for "Left" (selected), "Center", and "Right", and a "Font size" input field.

2.5 Titles > Edition Formats

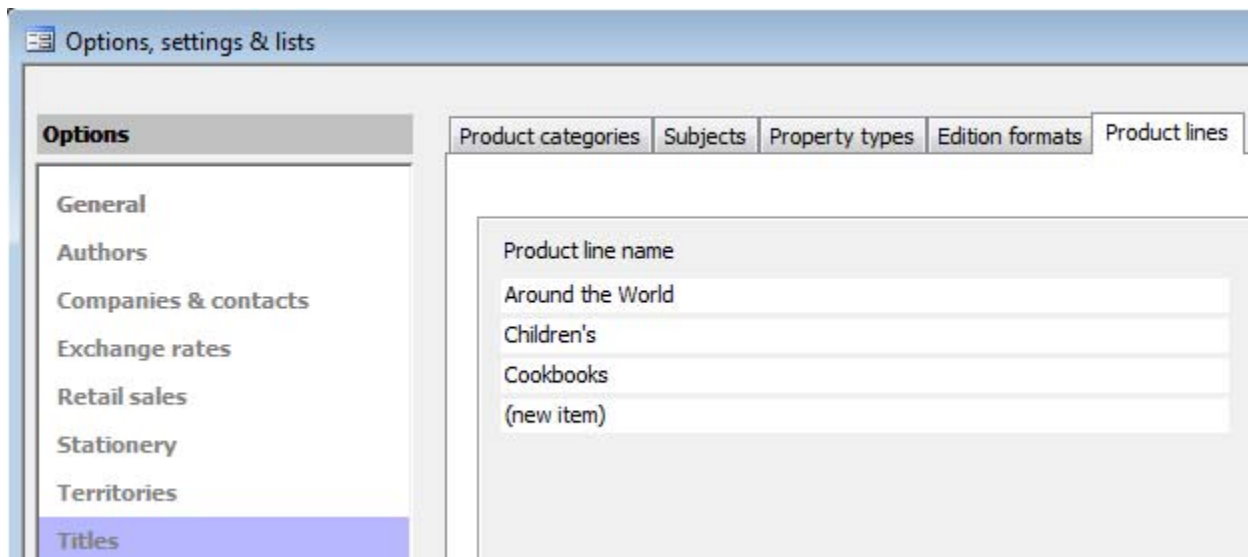
The **Edition formats** tab is where you enter the different types of editions of each title that you publish.

In Easy Royalties you can differentiate each edition of a title by its format (paper, cloth or eBook) and/or its title (Cats 1st Edition, Cats 2nd Edition, etc.).



2.6 Product Lines

Each title in Easy Royalties can be assigned to a different product line and reports can be generated by product line. Companies use this field when they want to generate reports by imprint or profit center.



3.0 Data & functions

Data & functions in the menu that you will use most often. From here you can;

- Add authors
- Add titles
- Add title editions (such as the paperback and hardcover editions of a title)

- Enter sales manually (or import them via File in the main toolbar)
- Create royalty contracts
- Generate royalty statements



Within the Data & functions area you will often be working with lists of records, and you can choose to report on selected records by pressing the advanced button (at the top of the screen) or by using the following short cuts;

- To select one record highlight that row
- To **select non-adjacent records** press the **Ctrl** button while selecting the records
- To **select a group of adjacent records** select the first record, then select the last record while pressing the **Ctrl + Shift** key at the same time.
- To **select all records** select any record then press **Ctrl + A** at the same time.

You can sort records in ascending or descending sequence by clicking on the column header for the field that you wish to sort by.

3.1 Add authors

Easy Royalties allows the user to create new author records from the author, title or author contracts screens. We suggest that you do it from the author screen while learning how to use the software.

Once the author record is created you can use it to access not only contract information about the author, but also biographical information, all contracts that are linked to this author (see screenshot below) and all royalty statements issued to the author.

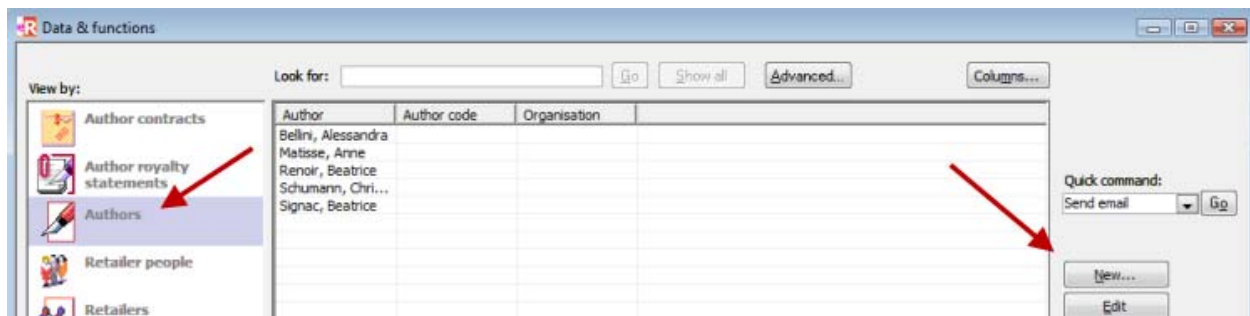


The screenshot shows the 'Author details' window with tabs for Author, Administrative, Biographical, Titles & contracts, and Royalty statements. The 'Titles & contracts' tab is active, displaying a table of titles for the author.

Title	Agreement type	Date	Total contract advances	Total royalties earned	Details...
CF	Chocolate Follies		1,700		
CH	Cooking with Herbs	12/12/1997	2,850	0	

3.1.1 Data & functions > Authors > New

To create a new author record select the authors menu on the right of the screen and then press the New button on the left of the screen.



3.1.2 New author Popup

When the **New author** window pops up enter the author name. Press OK when you are finished.

3.1.3 Full name popup

When the **Full name** record pops up enter the detailed information about the author's name. Press OK when you are finished.

3.1.4 Accessing Author details screen

After clicking OK the author is added to the Authors record list. If you select this record and press the edit button (on the right of the screen) you can edit the **Author details** (see image on next page) record to enter detailed information about the author, such as the author's mailing address, phone number, email address, biography and photo.

Author	Author code	Organisation
Belini, Alessandra		
Matisse, Anne		
Renoir, Beatrice		
Schumann, Chri...		
Signac, Beatrice		
Wilkins, Jasper		

3.1.5 Author Details Record

Author details

Author | Administrative | Biographical | Titles & contracts | Royalty statements

Author code (optional):

Author is a person Author is the organisation:

Author name:

Title (Mr, Ms...)

First name

Middle name

Last name

Suffix

Display & file as

Author display name:

For title information (credits, catalogues, etc.), author should be displayed as:

Author's name

Display as:

Contact information:

Address

Country

Tel

Tel 2

Fax

E-mail

Website

3.2 Add titles & editions

This section reviews how to add **titles** and **editions** to Easy Royalties.

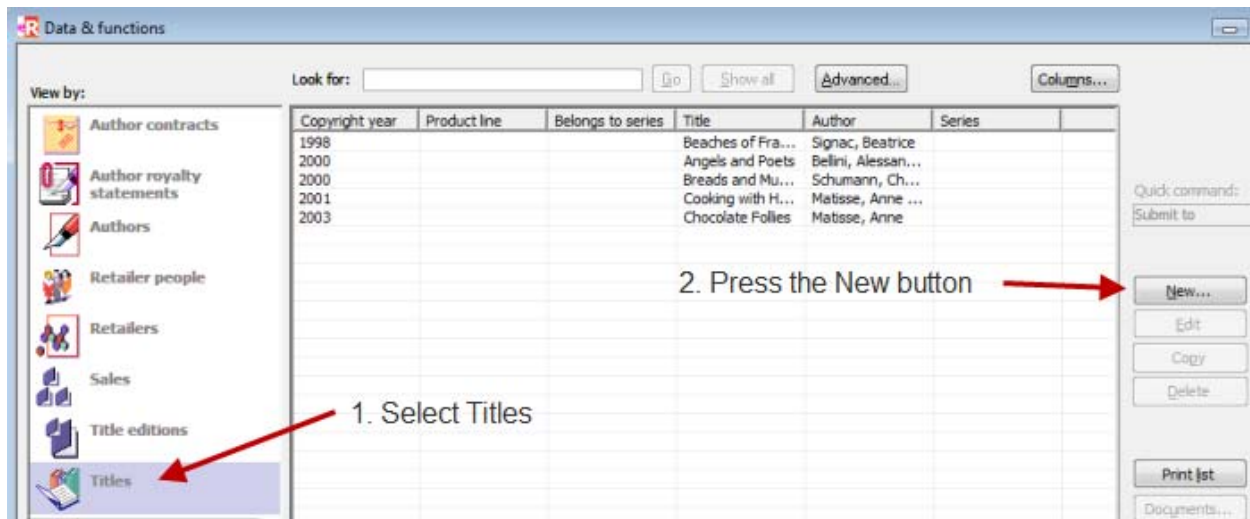
A **title** is the name of the intellectual property. Example; The French Revolution. Each title has a title code which you assign.

An **edition** is a version of that title, usually differentiated by format; such as Paper, Hardcover, or Cloth. Each edition is linked to a title. **Each edition must have a unique ISBN/EAN code** and may also have a unique product code. A title's royalty contract may include a single royalty rule for all editions linked to a title or different royalty rules for each format linked to a title.

Warning: If **Validate ISBN Numbers on Data Entry** is active in the **Options, settings & lists** menu you will see an error message if you enter an invalid ISBN number in the ISBN field. You must de-activate this option if you are not using valid ISBN's in the edition's ISBN field. (See Section 2.1)

3.2.1 Adding Titles

To add a title, first select the Titles menu. Then press the new button on the right.



3.2.2 New Title Screen

Then in the New Title screen enter the Title, Title code and Author. Then press the Edit details button.

The 'New title' dialog box contains the following fields and options:

- Title:** Horse Racing
- Title code:** HR
- Author:** Schumann, Christopher (with a 'Lookup...' button)
- Title Type:**
 - This is an independent title
 - This is a series
 - This title is part of a series:
 - Series code:** [dropdown menu]
 - Issue code:** [text field]

Buttons on the right include 'OK', 'Cancel', and 'Edit details...'.

3.2.3 Title details Screen

The Title details page now shows. Here you can enter additional information about the title; including all ISBNs (editions) linked to this title along with general information such as subject area, scheduled publication date, actual publication date and product line. You can save a cover image by pressing the cover button or add a description and reviews by pressing the appropriate buttons on the right side of the screen.

Title details

HR / Horse Racing
by Christopher Schumann

Title: General Series Sales

Title code: HR

Title: Horse Racing

Subtitle:

Sorting title (if different):

Author: Schumann, Christopher [Lookup...] Details, agreements & more authors...

Automatically generate credits display Special credits text Change automatic credit phrases...

Proprietor: [Lookup...]

ISBNs

Format	Edition title	Publication date	Retail price	Edit...
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Add a new edition... Remove edition

Cover... Descriptions... Reviews... Licensee editions... Restrictions...

3.2.4 Add a New Edition

To link an ISBN to this title, press the **Add a new edition button** at the bottom of the screen.

3.2.5 Title edition Screen

This brings up the Title edition screen. Here you enter the;

ISBN-13	ISBN of the title
SKU or other product code	The product code which your sales/accounting system uses
Format	Whether the title is paperback, hardcover, etc.
Retail Price	Retail price, which is used to calculate the discount when the list price is not included in the sales import file

When you are done press OK.

After pressing **OK** you will see all the ISBNs (editions) that you entered are now linked to this title at the bottom of the **Title details** screen.

The screenshot shows a 'Proprietor' dropdown menu with a 'Lookup...' button. Below it is a table with the following data:

ISBNs	Format	Edition title	Publication date	Retail price	Edit...
23434567890123	Paperback	Horse Racing	10/1/2008	13.95	...
3456789910223	Hardcover	Horse Racing	11/1/2008	24.95	...

At the bottom of the table are two buttons: 'Add a new edition...' and 'Remove edition'.

3.3 Create Royalty Contracts

The first step in creating a royalty contract is to select the author contracts on the left of the screen and then new on the right side of the screen.

This brings up the **New author agreement** popup. After entering the Title and Author press **Edit details**. Note that you can copy the terms from another contract by placing the name of this contact in the Copy Terms from field.

The screenshot shows a 'New author agreement' popup window with the following fields and options:

- Title: HR (dropdown) with a 'Lookup...' button
- Author/contributor: Matisse, Anne (dropdown) with a 'Lookup...' button
- Type: Author (dropdown)
- Reference: (empty text field)
- Copy terms from: (empty dropdown) with a 'Lookup...' button
- Radio buttons: show all, templates only
- Buttons: 'Edit details...', 'OK', and 'Cancel'

3.3.2 Author/contributor agreement Fees & Advances tab

Use this tab to enter the agreement date, royalty advances paid and set the royalty reporting periods for future royalty statements.

Author/contributor agreement

HR/Horse Racing

Agreement date

Agreement type

General Fees & advances Royalty rates - sales Royalty statements

Fees & advances

Description	Amount	Due on (event)	Due date	Royalty Paid	revenue	Edit...
<input type="button" value="Add a fee or advance item..."/> <input type="button" value="Remove item"/>						

Will you issue royalty statements for this agreement?

Fixed reporting periods every (months) 1st statement closing date

Author royalties become payable: (this feature requires That's Rights! Invoicing & Payment Follow-up module)

after payment is received from licensee (cash-based) as soon as licensee is invoiced

Minimum payment amount (Royalties below this amount will be rolled over to the next period)

First payment threshold (Total royalties which must accrue before any payments are issued)

Prior cumulative royalties (Total royalties earned before beginning with this system)

Taxes

Withholding rate on royalty revenues Exemption reference

Payments issued for this agreement subject to Sales tax

Agreement date sets the date as of which the system starts to calculate royalties for the product. It must always be dated before the first sale date.

Fixed reporting periods allows you to tell the system when statements are due to be generated; i.e. every six months following the date of the 1st statement closing date (the last day of the period covered by the first royalty statement).

3.3.3 Add a Fee or advance item

To record any royalty advances paid against future royalties you press the **Add a fee or advance item** on the screen above. This brings up the **Author fee detail** screen, where you enter the information about the advance payments.

Note that the advances or fees entered will not show up on the royalty statement unless the payment box is checked and the payment date entered.

Author fee detail

Matisse, Anne/Horse Racing

Item
1st advance
 Royalty revenue Non-royalty revenue (fees, etc.)

Item amount

Amount	1,000.00
Sales tax	
Total	1,000.00
Less: tax withholding	
Net payment due	1,000.00

Due
Due upon Signature or fixed date

Payment
 Paid Payment date 5/1/2008

Tax withholding receipt
 Receipt issued Sent (date)

Buttons: Save, Close, Cancel, Delete, Help

3.3.4 Royalty Rates - Sales

The **Royalty rates – sales** tab is where the royalty rates that govern this contract are stored.

Begin by pressing the **Add/remove/order author rights** button at the bottom of the screen.

Author/contributor agreement

HR/Horse Racing

Agreement date

Agreement type

General Fees & advances Royalty rates - sales Royalty statements

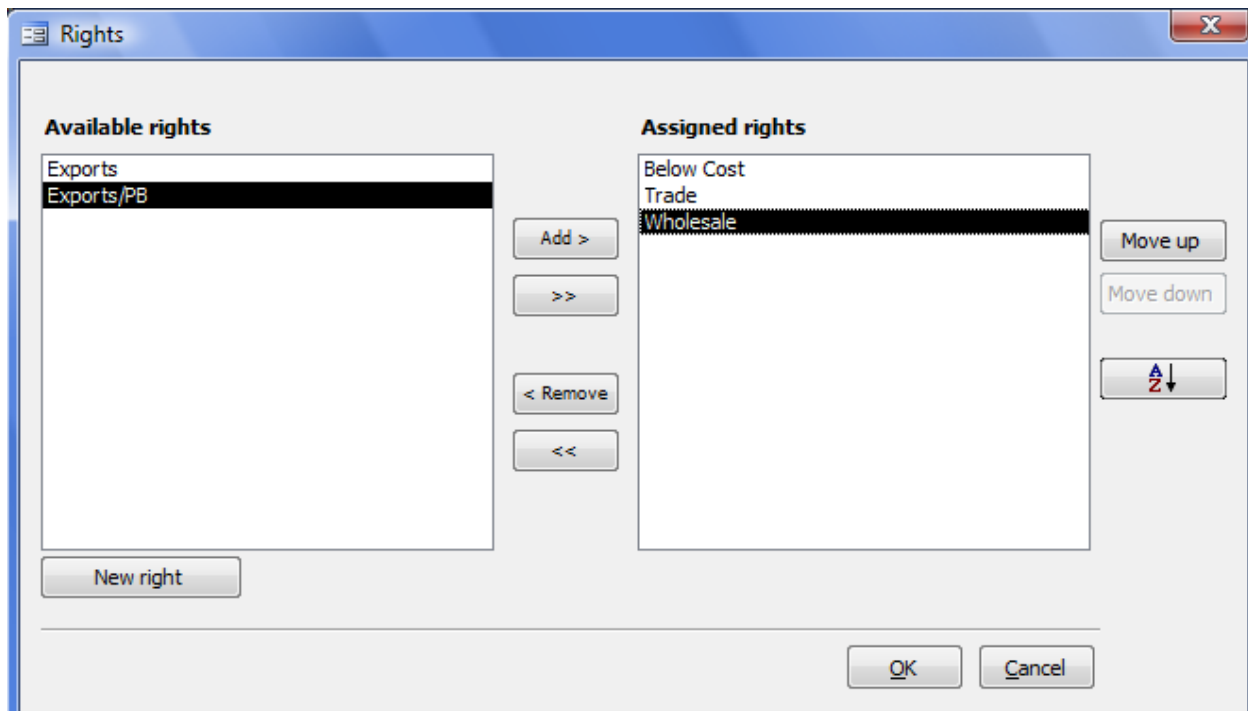
Rights & royalty rates on sales of publisher's own editions

Category (author right)	Rate	Details...
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1. Press to add royalty rules

3.3.5 Add Author Rights

The Rights screen allows you to assign the royalty rules to this contract. In the example below, if you had different rates for sales at below cost, sales to trade accounts and sales to wholesale accounts you would select this rights and add them to the Assigned rights side of the screen.



If you have royalty rates that vary according to the discount or edition; such as paper or hardcover, you want to create new rights for these rates. To do this press the **New right** button at the bottom of the Rights screen and enter the name of the new rights.

3.3.6 Define the Rules for Each Author Right

Once the rights are assigned to the screen you need to press the Details button for each right to set the rates and rules for each right.

Category (author right)	Rate	Details...
Wholesale	Wholesale or special rates for domestic editions 15.0% Gross	...
Trade	Normal trade sales 5.0% Retail	...

3.3.8 Royalty Rights Rules – Example 1: Below Cost Sales

This example below pays no-royalties (Royalty Rate % is 0%) on **All sales types** made at below cost. Furthermore, sales at this level will not be added into the royalty escalator tally.

Author royalty category

Below Cost - Below Cost Sales

This rule applies to:

All product formats
 Product format:

All sale types
 Sale type:

All sales, regardless of discount
 Sales with discounts: greater than but not greater than
 Sales below cost

Royalties:

Rates apply to: Gross income (invoiced amount, before withholdings)

Royalty rate (%) for all copies sold:
 Escalating royalties:

Deductions for overheads (% of gross revenue, before calculating royalties)

Fixed fees:

One-off fee for this right (on first event) USD

Per copy fee USD

Do NOT add sales or activities that fall under this right to the escalation tally

3.3.9 Royalty Rights Rules – Example 2: Paperback Sales at >50%

The example below shows a royalty rule that 1) applies only to sales of the paperback edition at discounts of greater than 50%. The tally level for calculating when royalty rates increase is based on the format for this format (i.e. sales of the paperback edition). The royalty rate is 10% for the first 5,000 units sold, 12.5% on the next 5,000 units and 15% thereafter.

Author royalty category

Paperback >50% - Paperback Sales at >50% discount

This rule applies to:

- All product formats
- Product format:
- All sale types
- Sale type:
- All sales, regardless of discount
- Sales with discounts: greater than but not greater than
- Sales below cost

Royalties:

Rates apply to: Gross income (invoiced amount, before withholdings)

- Royalty rate (%) for all copies sold:
- Escalating royalties:

For copies sold for this: (tally level)

Royalty rate (%)	From (copies)	To	(or, for all copies thereafter)
10.00%	1	5,000	<input type="checkbox"/>
12.50%	5,001	10,000	<input type="checkbox"/>
15.00%	10,001		<input checked="" type="checkbox"/>

3.3.10 Importance of Royalty Rule Sequence

When deciding which royalty rule to use the system matches the sales record to the royalty rule in the order that the royalty rules are listed. When a match is found it applies that rule and advances to the next sales record.

Example: You have two royalty rules – 1) Below Cost Sales have a royalty rate of 0% and 2) All Sales have a royalty rate of 10%. You sell 100 copies of a book at below cost for \$500, and another 200 copies for \$2000, at above cost.

If the Below Cost rule is listed first, the sales made at below cost will be paid a 0% royalty, and the 200 copies sold at above cost will be paid a royalty rate of 10% as the Below Cost rule criteria does not apply to the 200 books sold at above cost.

If the Below Cost rule is listed second, a 10% royalty will be paid on all sales. Why? When the sale of the 100 copies is evaluated the system checks to see if the sale matches the criteria for the All Sales royalty rule; which it does. Since all of the criteria for the All Sales rule are met this rule is used and the program does not look at the rule that follows (i.e. the Below Cost rule).

3.3.10 Print Author Contract Summary

From the documents button of the Author list, the Author Contract list or the Royalty Detail page you can print a summary of the royalty contract that lists all royalty terms and all editions linked to this contract.

3.4 Import Sales

Once the contracts are entered you need to enter your sales records.

First, you need to enter the total sales up through the end of the royalty period prior to starting Easy Royalties. This ensures that the escalator totals are calculated properly. This is called a Historical Sale.

Second, for each royalty period you need to manually enter (by entering a new record in the Sales menu) or import the sales records.

The sales import can be done using a coma delimited text file or a file in Excel 2003 format (.XLS). The file format information can be found in the help menu. The first row of the file must contain the column headers. The key columns for this import file are:

1. SaleDate (required)
2. Customer (required)
3. ISBN or SKU (i.e. product code) (required)
4. Title
5. EntryType (Sale or Return or Historical) (optional, if not included negative numbers will be treated as returns)
6. SaleType (such as wholesale, trade, consumer, normal) (optional)
7. Quantity
8. UnitPrice (i.e. the list price) (if not reported the system used the unit price stored in the edition record)
9. Discount (if not included in the import file the system will calculate it based on the UnitPrice, Quantity and TotalNetReceipts)
10. TotalNetReceipts (required if the import file does not include the discount)
11. TotalCostOfSales (if not included the system uses the unit cost stored in the edition record to calculate the cost of sales)

If you use the exact field names that Easy Royalties uses the field mappings will be performed for you. If you use different file names you will have to map the fields to the Easy Royalty field names once. The system will save these mappings and use these mappings in the future (if the field names in the column headers do not change).

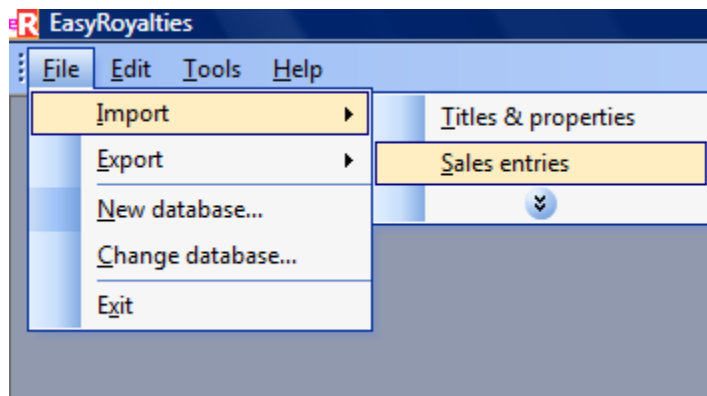
There are two ways to specify the financial amounts involved in a sales record that you are importing:

You can specify the **Quantity, Unit price** (the value, per unit, before discounts - this is usually the item's retail price) and **Discount rate**; or you can specify the **Quantity** and the **Net receipts**; Easy Royalties will use the retail price for this ISBN in your database to calculate the discount.

If your royalty contracts do not differentiate the royalty rate by customer type you can use normal for the sale type for all sales records and on the royalty rate detail screen you would select this rate applies to **All sales types**.

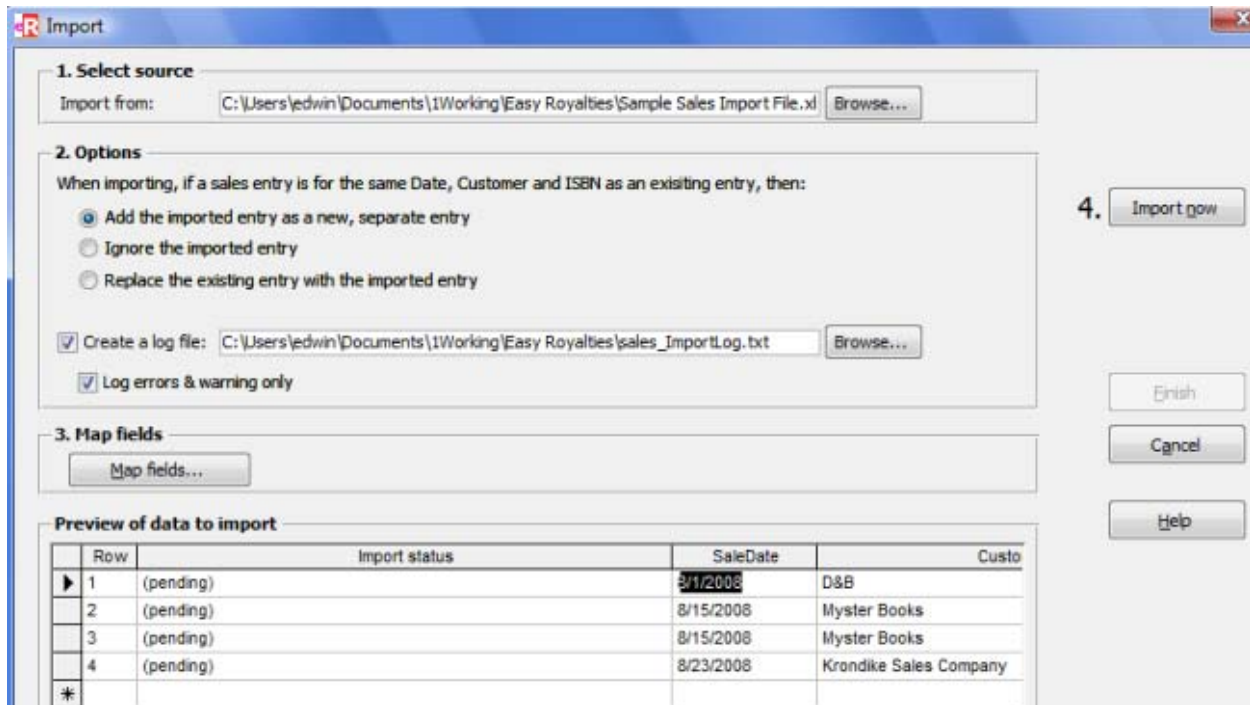
3.4.1 File > Import > Sales Entries

Once you have the file prepared then go to the main menu bar and select File > Import > Sales Entries



3.4.2 Import Screen

Now you see the sale import screen.



1. Select Source – is where you select; via the browse button, the sales file that you will import.
2. Options – is where you tell the system how to handle duplicate entries. You can also tell the system to create a log of all imported records, or just a log of the records it could not import (and the reason why, such as no such title listed, invalid entry type, etc.)
3. Map fields – brings up a screen where you can map the columns on your excel spreadsheet to the appropriate fields in Easy Royalties. If you use the Easy Royalties field names the mappings will be done for you automatically. (see screen image below).

Your column headers:	Map to That's Rights! element: (leave blank to ignore this field)
Date	SaleDate
Customer	Customer
Product	ISBN
Title	Title
List Price	UnitPrice
Entry Type	EntryType
Sales Type	SaleType
Quantity	Quantity
Total Sales	TotalNetReceipts

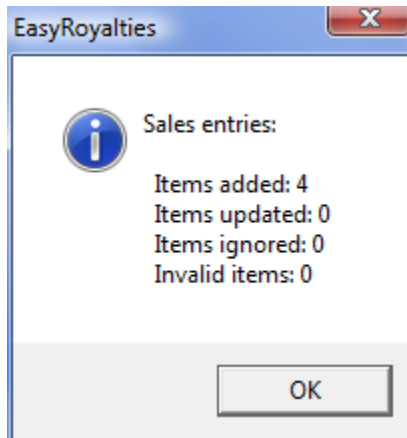
Once the files are mapped you will see a preview of the records to be imported at the bottom of the screen. You can correct the information in this screen by clicking on a field.

Preview of data to import

Row	Import status	SaleDate	Custo
▶ 1	(pending)	8/1/2008	D&B
2	(pending)	8/15/2008	Myster Books
3	(pending)	8/15/2008	Myster Books
4	(pending)	8/23/2008	Krondike Sales Company
*			

3.4.3 Import Button

After completing the above steps and pressing the import button you will see a summary of the file import and the status of the import records.



Preview of data to import

	Row	Import status	SaleDate	Custo
▶	1	Sales entries: Added	8/1/2008	D&B
	2	Sales entries: Added	8/15/2008	Myster Books
	3	Sales entries: Added	8/15/2008	Myster Books
	4	Sales entries: Added	8/23/2008	Krondike Sales Company
*				

3.5 Generate Royalty Statements

To generate royalty statements, go the Author statements menu and select **New**.

This brings up the **New author royalties statement** screen.

New author royalties statement

New statement for one author agreement

Author agreement: Lookup...

Generate statements for all agreements where:

Title

All titles

Title Lookup...

Author

All authors

Author Lookup...

Proprietor

All proprietors

Proprietor Lookup...

Product line

All product lines

Product line

Options:

Create statements for 'fixed-period' agreements

For statements with periods ending on or before:

Include activities from before the period if they were not previously reported

Create statements for 'free-period' agreements (agreements without fixed periods)

Include new activities through:

Create an empty statement even if there are no activities

3.5.1 Print Royalty Statements

From the Royalty Statements record list you can print royalty statements.

1. Select the statements that you want to print
2. Press the Documents button
3. select Author royalty statement

This brings up the Royalty statement selection menu. Here you can select what information appears on the royalty statements.

Royalty statement

Show

- Publication dates & printings of publisher's editions
- Royalties from sales of the publisher's editions
 - Show details for sales activities & royalty calculations within each edition
 - Group by: ISBN sales type
 - Show publisher's revenues
- Royalties from subsidiary rights activities
 - Show activity details within each right
 - Show licensee name
 - Show activity effective date
 - Show publisher's revenues
- Summary & totals

Statement header

- Show statement date
- Show contract date
- Show contract reference
- Repeat statement header on each page

Document page header

- Print header stationery

OK
Cancel

3.5.2 Pending, Verify and Issued Royalty Statements

A royalty statement can have a status of: Pending, Verified and Issued.

When a statement is first generated it has a statement of Pending.

Author royalty statement: Signac, Beatrice / BF

Details | Balance | Comments

Statement date: 2/14/2002

Statement covers the period: from 1/1/2001 to 12/31/2001

Verified/OK to issue date: 2/19/2002

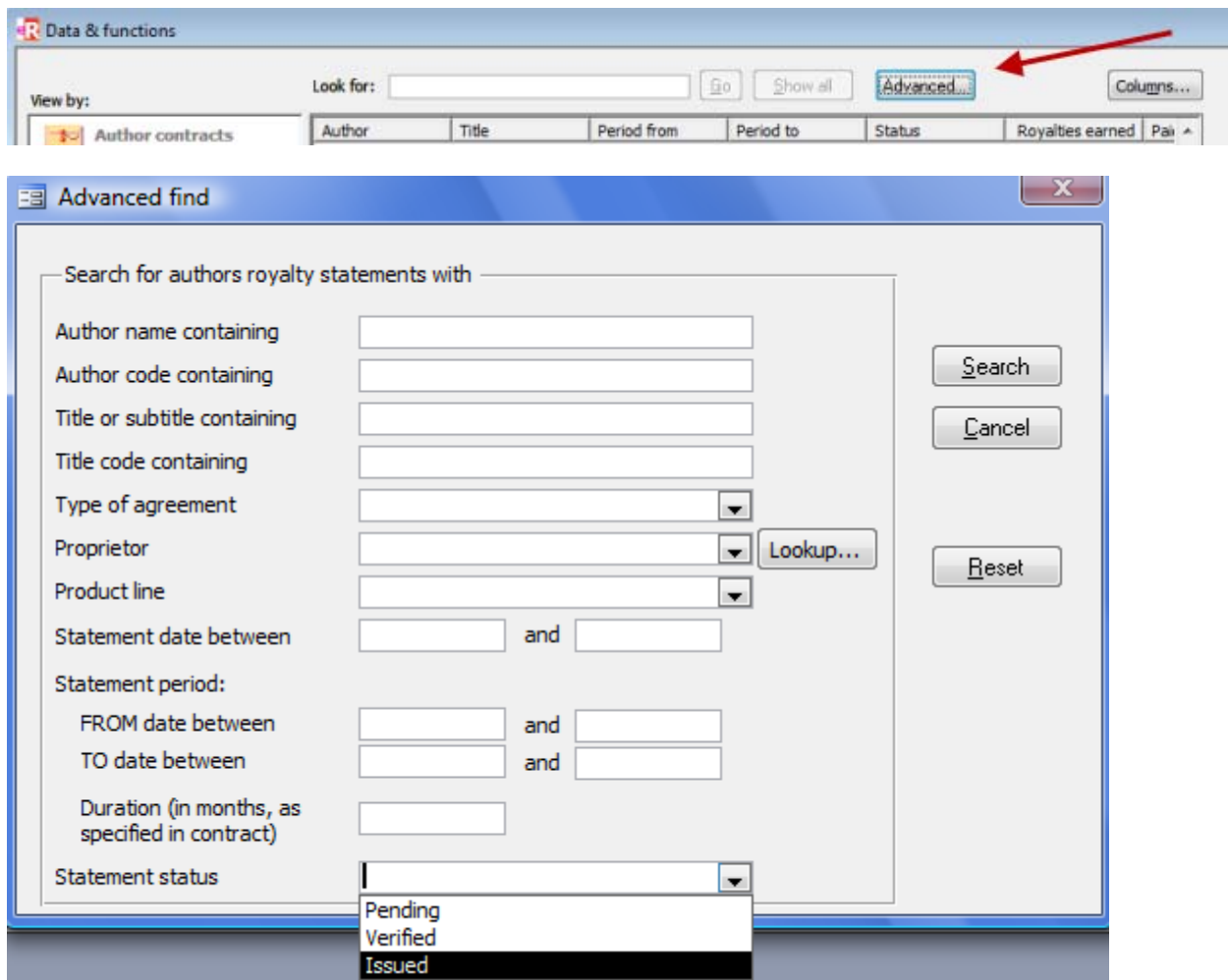
Closed/issued date: 2/24/2002

Title activity detail for this period

After you have reviewed a royalty statement you can change the status to verified by selecting the Verified/OK to issue check box and entering a date.

Once a royalty statement has been sent to accounting you should change the status to Issued, by selecting the Closed/Issued check box and entering a date in the date field.

You can search for royalty statements by status (Pending, Verified or Issued) by selecting the **Advanced** search button at the top of the screen and selecting Statement status at the bottom of the **Advanced find** screen.



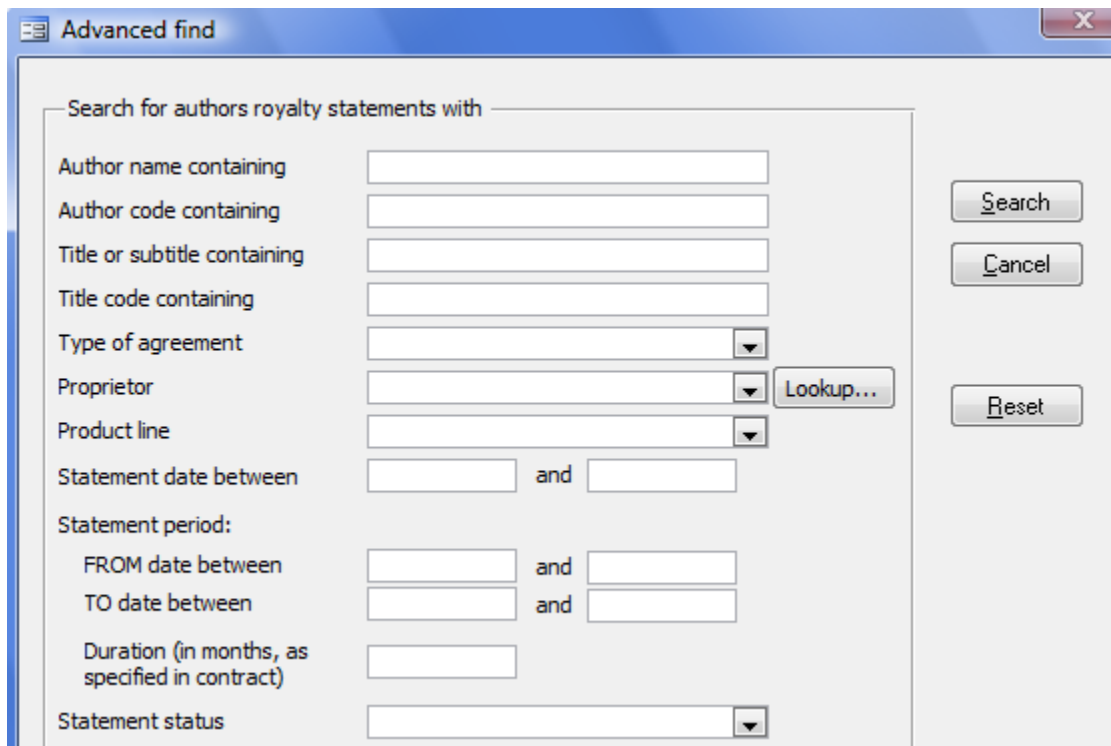
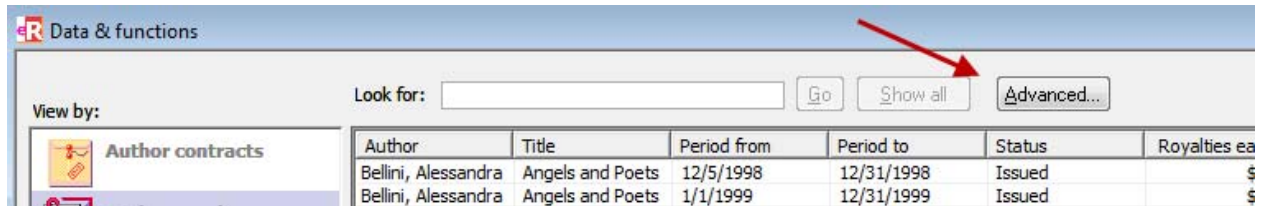
3.5.3 Key Reports

From the Documents button of the Author royalty statements screen you can print for selected records;

1. **Statements Summary** which summarizes the royalty advance balances, royalties earned and royalties payable.
2. **Authors Royalty Statements**

To select the records to print;

1. Use the **Advanced** button to filter the records that show in the record list.



2. Then select a record in the filtered record list, press Ctrl+A to select all records in the filtered list, and then press the Documents button.

4.0 Frequently Asked Questions

1. Whom do I contact for support?

JDC Software provides technical support via email at no charge to all users of EasyRoyalties and That's Rights; the optional rights marketing module.

Kensai International Ltd; the North American distributor, provides support via email, phone, screensharing and on-site visits.

5.0 Contact Information

1. Software Developer

JDC Software
29 Harley Street
London W1G 9QR
UK

Phone: +44 207 681 2014

Email: info@thatsrights.com

Web: <http://www.thatsrights.com>

2. North America Distributor

Kensai International, Ltd.
75 Nottingham Road
Malverne, NY 11565 USA

Phone: 516-593-0480

Email: info@kensai.net

Web: <http://www.easyroyaltiesusa.com>