

## **COPYING LICENCE ORDERING TERMS**

These ordering terms are valid from 25 April 2025 onwards.

### **Copying licence effective until further notice**

These ordering terms are related to copying licences effective until further notice and the following customer groups: companies, congregations and joint municipal authorities.

### **Licence terms applied and prioritisation**

In addition to these ordering terms, the copying licence is subject to the licence terms and general terms and conditions applied to the copying licence.

In the case of a conflict, the licence terms are applied in the following order: (1) licence terms of the copying licence; (2) general terms and conditions of the copying licence; (3) the copying licence ordering terms.

Kopioisto reserves the right to make changes to the licence terms. Kopioisto will publish information about any changes on its website.

### **Licence period**

The copying licence is valid until further notice for one calendar year at a time (1 January–31 December). New customers may order a copying licence in the middle of a calendar year, in which case the copying licence will become valid from the beginning of the month in which it is ordered after the licensee has paid the remuneration specified on the invoice to Kopioisto.

### **Copying licence termination**

The copying licence can be terminated so that it ends on the final day of the calendar year. The termination must be submitted in writing to Kopioisto at least one month before the beginning of the next calendar year (by 30 November).

Once the copying licence is no longer valid, any material protected by copyright may not be copied for professional use. Previously copied material must be removed from the use of employees in accordance with the licence terms.

### **Reporting the copying licence invoicing principle**

Customers must report any changes to the invoicing principle of the copying licence between 1 November and 31 January. The invoicing principle of the copying licence will remain unchanged if the customer does not report any changes. More information on reporting the invoicing principle can be found on the customer group-specific pages of the licence store: [companies](#), [joint municipal authorities](#) and [congregations](#).

### **Price changes**

Kopioisto will notify customers of any price changes by email to the addresses provided by the customers.

### **Payment terms**

The payment term is 14 days. If the payment is overdue, penalty interest in accordance with the Interest Act will be applied to the overdue sum.

### **Fixed-term copying licence**

These ordering terms apply to fixed-term copying licences and the following customer groups: companies, congregations, joint municipal authorities and study centres.

Fixed-term copying licences can be purchased in the licence store between 1 November and 31 January. The licence will remain valid for one calendar year.

Outside these dates, you can enquire about a copying licence by email to [kopiointiluvat@kopioisto.fi](mailto:kopiointiluvat@kopioisto.fi).

### **Licence terms applied and prioritisation**

In addition to these ordering terms, the copying licence is subject to the licence terms and general terms and conditions applied to the copying licence.

In the case of a conflict, the licence terms are applied in the following order: (1) licence terms of the copying licence; (2) general terms and conditions of the copying licence; (3) the copying licence ordering terms.

Kopioisto reserves the right to make changes to the licence terms. Kopioisto will publish information about any changes on its website.

### **Licence period**

The copying licence is valid for one calendar year at a time (1 January–31 December) as specified in the order. The copying licence in accordance with these licence terms will enter into force once the licensee has paid the remuneration to Kopioisto in accordance with the invoice.

The validity of fixed-term copying licences ends automatically when the calendar year specified in the order ends.

Once the copying licence is no longer valid, any material protected by copyright may not be copied for professional use. Previously copied material must be removed from the use of employees in accordance with the licence terms.

### **Payment terms**

The payment term is 14 days. If the payment is overdue, penalty interest in accordance with the Interest Act will be applied to the overdue sum.