

Clearing Permissions Checklist

The PLSclear team has put together a checklist to help you know if you're ready to start clearing permission via [PLSclear.com](https://www.plsclear.com) or if you need to go back to your publisher for further information.



What you need to know about the content you're requesting to reuse

- ☐ Title or ISBN/ISSN of the work you are requesting
- ☐ Page numbers that contain the content you are reusing
- ☐ Word count and page count of the quotes you are using (if requesting text)
- ☐ Figure number or caption of any images you are requesting



What you need to know about your new publication

- ☐ Title of your new work
- ☐ Author or editor of the new work
- ☐ What formats will your work be published in (for example: hardback, eBook, or audiobook)
- ☐ Print run or circulation for each format
- ☐ Retail price of each format



Why you need to provide this information

The publisher responding to your request will include this information on your licence document, they might also use the information to calculate a quote for a licence fee.

If you don't have the information in the checklist, talk to your publisher or editor who can help provide this. If you cannot provide the information above, you may not be granted a licence as your request will be too vague.

**Got more
questions?**

✉ plsclear@pls.org.uk
🌐 www.plsclear.com
☎ 020 7079 5940

