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Patents | Trademarks | Copyrights
Intellectual Property Licensing
Intellectual Property Law

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TRADEMARK INFORMATION FORM

Please fill out this Trademark Information Form completely and thoroughly. If more space is needed to answer the questions, please add additional pages. If you have more than one trademark, please make a copy and fill out this form separately for each trademark.

1. OWNERSHIP.

List the names of each trademark owner:

a. Name: _____

Mailing address: _____

City: _____ State _____ Postal Code: _____

E-mail address: _____

Telephone number: _____

Have you worked with an attorney before? Yes No.

b. Name: _____

Mailing address: _____

City: _____ State _____ Postal Code: _____

E-mail address: _____

Telephone number: _____

Have you worked with an attorney before? Yes No.

2. TRADEMARK.

a. What is the trademark? (e.g., word, letters or numbers, phrase/slogan, artwork/logo/ design – a trademark may be whatever is being used (or will be used) to identify your product(s) or services(s)).

b. What date was the Trademark selected and decided, even if the Trademark has not been used yet? _____ (month/day/year)

c. How do you come up with the Trademark?

d. Do you think you might want to register just the text/wording of the Trademark, or just the design/logo, or a combination of both? *Note: the attorney can give more information about the benefits of registering either of the formats.*

Register only text for Trademark.

Register only logo for Trademark.

I am not sure yet which format I want to register.

3. GOODS/SERVICES. What are the goods/products and/or services being used for or in connection with the Trademark? List all.

4. TRADEMARK EXPANSION.

a. What other goods/services do you plan (or hope) one day to expand? List all.

b. Do you have an approximate date when you might start expanding your product/service line(s)? Yes No If **yes**, what is the approximate date of expansion? _____ (month/day/year)

c. Do you plan (or hope) to use the same Trademark for those additional goods/services? Yes No

5. USE DATES.

a. In what state is the business located (“home state”)?

b. Have you already started using or displaying your Trademark in connection with the goods/services to the public? Yes No

c. If **no, the Trademark has not yet been used**, when do you anticipate being able to use/display the Trademark and offer the product/service to the public?
_____ (month/day/year)

d. If **yes, the Trademark has been used with products/services**,

i. What is the earliest 1st date the Trademark was used/displayed in your home state? _____ (month/day/year)

ii. How was the Trademark used/displayed in your home state? (e.g., *Trademark used on labels, on product packaging, on the product itself; advertised on social media, website, or promotional materials (print or electronic).*)

iii. Provide 2 copies of the invoice, order request, or shipment information to first home state and out of state customers.

e. If **yes**,

i. What is the earliest 1st date the Trademark was used/displayed in other states? _____ (month/day/year)

ii. How and where was the Trademark used/displayed in other states? (e.g., *Trademark used on labels, on product packaging, on the product itself; advertised on social media, website, or promotional materials (print or electronic).*)

iii. Provide 2 copies of the invoice, order request, or shipment information to first out-of-state customer.

f. If **yes**, please provide .jpg or .pdf files showing use of the Trademark:

i. **For products**: send a photo of the Trademark on either the product itself, on product packaging, on a label attached to the product, or display near the product (for e-commerce).

ii. **For services**: send the website page, brochure, or other promotional materials that shows the Trademark and the services.

6. **SEARCHING, CLEARANCE, REGISTRABILITY.** Have you (or has anyone else on your behalf) conducted any of the following concerning the Trademark?

a. **Internet Searching**: Initial searching the Internet to see if others are using a possible similar trademark for similar goods/services? Yes No

