



## 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.

### 1. OWNERSHIP. List the names of each trademark owner.

a. Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

b. Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

### 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. 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 into? 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?  
\_\_\_\_\_ (month/day/year)

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

**5. USE DATES.** Have you already started using or displaying your Trademark in connection with the Goods/Services to the public? Yes No

a. If **no**, when do you anticipate being able to use/display the Trademark to the public?  
\_\_\_\_\_ (month/day/year)

b. If **yes**,

i. What is the earliest 1<sup>st</sup> date the Trademark was used/displayed in Arkansas?  
\_\_\_\_\_ (month/day/year)

ii. How was the Trademark used/displayed in Arkansas? (*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 a copy of the invoice, order request, or shipment information to first Arkansas customer.

c. If **yes**,

i. What is the earliest 1<sup>st</sup> 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 a copy of the invoice, order request, or shipment information to first non-Arkansas customer.
- d. If **yes**, please e-mail me a .jpg or .pdf file showing use of the Trademark (or you may mail photos or printouts if you do not have access to e-mail; or if we are meeting in person, you may bring this information with you):
  - i. *For products*: send me a photo of the Trademark on the product, product packaging, or on a label attached to the product.
  - ii. *For services*: send me 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 If **yes**, what was the result or the trademark(s) found?

---



---

- b. **Searching U.S. Patent and Trademark Office Database:** Initial searching of the Trademark Office database to see if there are other trademark registrations or pending trademark applications for possibly similar trademarks for similar goods/services? Yes No

- i. If yes, what was the result or the trademark(s) found?

---

7. Other comments or questions: \_\_\_\_\_

Owner's signature	date	Owner's signature	date
-------------------	------	-------------------	------

*If you have any questions, please let me know. Please return this completed Trademark Information Form, and any additional pages to Rashauna Norment at [Rashauna@NormentLawFirm.com](mailto:Rashauna@NormentLawFirm.com) or Rashauna Norment Law Firm, PLLC  
 P.O. Box 30309  
 Little Rock, Arkansas 72260*

*\*Please note that I am not your attorney yet and I do not represent you until after an Engagement letter has been signed and you have paid the retainer; however, I do keep the information provided to me during Strategy Sessions confidential.*

