

REQUEST FOR A SINGLE-ORDER TRADEMARK LICENSE

For Campus Orders For Products Displaying Names & Marks of:

COLLEGE AT BROCKPORT (State University of New York) SM

OFFICE USE:
Rec'd

File No. SOL-UB-PG1&2

CAMPUS UNITS COMPLETE #1 - 6. SUBMIT FORM PRIOR TO **EACH ORDER/ REORDER.**

UPON APPROVAL, A ONE-PAGE LICENSE WILL BE ISSUED THAT YOU PROVIDE TO THE SUPPLIER WITH YOUR ORDER.

FAX OR MAIL REQUEST TO: 716-395-2723/ DESIGN & PRODUCTION/ 350 NEW CAMPUS DR./ BROCKPORT, NY 14420

1. REQUEST BY: Campus Unit/ Organization: _____

Campus Address: _____ Date Of Request: _____

Name/ Title: _____ Funding Source:

Phone: _____ Fax: _____ STATE MEMBER DUES OTHER (List below):

2. CAMPUS PRODUCT TO BE SUPPLIED: Desired Product: _____ Office: OK NO

Quantity _____ Brand/ Manufacturer _____ Item Number/ ID _____

Describe Product (materials, size, etc.) _____ Please provide a complete product description.

3. DESIGN: COMPLETE SCHEDULE A located on form back, or on next page of fax. Office: OK NO

4. SUPPLIER: A. Company Name: _____ Office: OK NO

Address: _____ Contact: _____

City-State-Zip: _____ Phone: _____ Fax: _____

B. WHO WILL IMPRINT THE DESIGNS? IN-HOUSE BY SUPPLIER SUBCONTRACTED BY SUPPLIER. IDENTIFY BELOW:

Subcontractor's Name: _____ Contact: _____


Address: _____ City-State-Zip: _____ Phone: _____

5. INTENDED PRODUCT USE: (CHECK ALL THAT APPLY BELOW): Office: OK NO

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> RETAIL SALE | <input type="checkbox"/> SALE TO PUBLIC | <input type="checkbox"/> DISPLAY/SIGNAGE | <input type="checkbox"/> OTHER: _____ |
| <input type="checkbox"/> SALE TO MEMBERS OF
CAMPUS CLUB/ DEPARTMENT:
____ At Cost ____ Above Cost | <input type="checkbox"/> GIVEAWAY/ PROMO | <input type="checkbox"/> AWARD/ RECOGNITION | _____ |
| | <input type="checkbox"/> SUPPLY/ EQUIPMENT:
____ Office ____ Classroom | <input type="checkbox"/> UNIFORM | _____ |
| | | <input type="checkbox"/> PRODUCT PROMO or AD | _____ |

6. DEPARTMENT/ ORGANIZATION ACKNOWLEDGMENT: The product named above: (1) is of satisfactory quality to represent our campus, and (2) will not be resold at a profit or used in commercial promotional activities.

DEPARTMENT HEAD/ OFFICER: _____ PRINT NAME/ TITLE: _____

 SIGNATURE

OFFICE USE

REQUEST STATUS:

The Campus Trademark Office advises you:

SINGLE-ORDER LICENSE # _____

COMMENTS:

SUPPLIER MUST CONTACT TRADEMARK OFFICE.

REVIEWER:

(Signature): _____
CAMPUS TRADEMARK LICENSING DIRECTOR

UNIT NOTIFIED: FAX MAIL DATE _____

1. PRODUCT/ ROYALTY EXEMPTION:

- APPROVED For This Request Only.
 NOT EXEMPT From License & Royalties.

2. DESIGN COMPLIANCE:

- APPROVED. Use the symbol(s): TM SM ®
 DISAPPROVED. Please resubmit.
 OTHER: _____

SCHEDULE A: DESIGN COMPLIANCE REQUEST

© Blank form may be copied ☺

Schedule A must be submitted and approved **prior to a vendor accepting orders** for products displaying campus names and marks. Include representations of ALL art/ designs used on the product.

1. REQUEST BY:

(Repeat name from front of form.)

2. DESIGN: Show where each name, mark, and graphic will be used on the product.
Number of Designs Submitted: _____

Design # 1:

Imprint Area:

- Front
- Back
- Side
- Sleeve
- Top
- Other:

3. IS DESIGN REPRODUCED BELOW?

YES NO: Design(s) attached. Page(s) _____

4. THE PRODUCT (Identify): _____
(Repeat product noted on form front.)

5. IF DESIGN IS BEING RESUBMITTED, check here:

Design # 2:

Imprint Area:

- Front
- Back
- Side
- Sleeve
- Top
- Other:

Please Note:

- All names and markings to be used on the product are reviewed as a single design.
- The trademark office must approve advertising and promotional material for the product separately.
- Art approvals are given for the use of campus associated names, marks, and graphics only. Use of designs **belonging to other parties** in conjunction with campus-owned names and marks cannot be given until **written approval is provided to the campus trademark office** from the owner(s) of the non-campus names and marks.
- A "TM," "SM," or ® must appear with the approved names and marks. (See approved design(s).)
- The collegiate licensed product label must appear on products sold at retail or used in licensed promotions.

OFFICE USE:

DESIGN REQUEST STATUS

File No: _____

APPROVED: Use trademark symbol(s) as noted on approved design(s).

TM SM ® _____

DISAPPROVED:

- Revise design & resubmit.
- Does not meet campus guidelines.

K/102 fnlpkt docs/102 fnl pkt Sch A-DCRE any

CAMPUS TRADEMARK REVIEWER: (Signature) _____

DATE: _____