

Campus Single-Order Trademark Request 2009-10 Term

For Campus Orders of Items Displaying Marks and Designs Representing:

COLLEGE AT BROCKPORTSM

State University of New York

*Campus departments and groups must complete, submit and receive approval of this form by the **campus trademark office** for items displaying any campus name, mark, graphic or image (our trademarks) **prior to production of each order or reorder.***

FAX COMPLETED FORM WITH PRODUCT INFO & ALL PROPOSED DESIGNS TO:

FAX: 585-395-2723

Richard Black / Design and Production / 323 Allen Administration / Brockport, NY 14420 / 585-395-5162

1. REQUEST FROM:

Date: _____ ** Please Print or TYPE Legibly **

Department/ Group _____

FAX _____ Phone _____

Name/ Title _____

Campus Address _____

E-Mail _____

2. IDENTIFY PROPOSED PRODUCT & SUPPLIER:

1. PRODUCT: _____ Brand _____ A

Item Colors _____ Imprint Colors _____

Item Features (e.g., fabric type, style) _____

_____ Item # _____ Quantity Ordered _____

2. PROPOSED SUPPLIER: _____ A

Address _____ City _____

State / Zip _____ Phone _____ FAX _____

Contact _____ E-Mail _____

3. IMPRINTER: In-House by Supplier? Yes No *List below:* A

Company _____

Address _____

4. SOURCE OF BLANK: _____ A

3. PRODUCT USE: *How will this product be used by customer? Check all that apply:* A

- Resale for Profit Uniform Fund Raising: Sold: At Cost, Other: (*Identify below:*)
 Promotion/ Giveaway Class/ Office Use or Above Cost

4. ATTACH ALL PROPOSED DESIGNS/ MARKS:

Complete and submit Schedule A on next page. A

OFFICE	<p>If sold/ commercial promo, is Item LRG listed?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO: Co. must add product to license</p> <p style="text-align: right;"><small>u/07DARE-NEW/07SOLReq</small></p>
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5. DEPARTMENT/ ORGANIZATION ACKNOWLEDGEMENT:

The product named above: (1) is of satisfactory quality to represent our campus, and (2) will not be sold at a profit or used in a commercial promotion. **SIGNATURE** _____
NAME/ TITLE _____

REQUEST STATUS: From Campus Trademark Office (Provide Purchasing a Copy of this Approved Form with Order.)

Product & Attached Proposed Designs/ Marks		Royalty Exemption	FILE #
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED <i>With Revisions</i> <input type="checkbox"/> ADD: __ SM __ TM __ ® <input type="checkbox"/> See attached requirement. <input type="checkbox"/> ON-HOLD: <input type="checkbox"/> Revise & resubmit design.	<input type="checkbox"/> DISAPPROVED Does not meet campus trademark guidelines. <input type="checkbox"/> PENDING: <input type="checkbox"/> Standard trademark product addition. <input type="checkbox"/> OTHER: See attached.	<input type="checkbox"/> GRANTED for this specific campus customer and request ONLY. Provide a copy to your supplier for their files & reports. <input type="checkbox"/> NOT ROYALTY EXEMPT. Company must hold regular trademark license for product.	<p>Designs for Scan : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> __</p> <p>Comments _____</p> <p>_____</p> <p>Authorized By:</p> <p>_____</p> <p>Signature Campus Trademark Director</p> <p>Date _____</p>

SCHEDULE A: DESIGN APPROVAL REQUEST

© BLANK FORM MAY BE COPIED. ©

Submit Schedule A for approval prior to filling orders or reorders of products displaying any campus names, marks or graphic depictions. Be sure to include ALL marks/ designs proposed to be displayed on the product.

1. REQUEST BY: _____
 (Repeat name from Campus Single-Order Request form.)

2. ATTACH DESIGNS OR REPRODUCE BELOW. **Are Designs Attached?** YES, # of Pages _____ NO, See below.
 Show where each name, mark, and graphic will be used on the product. **Number of Designs Submitted:** _____

Design # 1: Imprint Area: <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Side <input type="checkbox"/> Sleeve <input type="checkbox"/> Top <input type="checkbox"/> Other: _____ _____ _____ _____	
Design # 2: Imprint Area: <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Side <input type="checkbox"/> Sleeve <input type="checkbox"/> Top <input type="checkbox"/> Other: _____ _____ _____ _____	

Please Note:

- All names and markings to be used on the item must be submitted and are reviewed for trademark use.
- 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 non-campus names and marks.
- A "SM," "TM," or © symbol must appear with the approved names and marks. (See approved designs.)
- The collegiate licensed product label must appear on products sold at retail or used in licensed promotions.

OFFICE USE:	File No: _____
DESIGN REQUEST STATUS:	
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED with revisions: _____ _____ Use the trademark symbols as noted below and on attached design(s). <input type="checkbox"/> SM <input type="checkbox"/> TM <input type="checkbox"/> ® _____	<input type="checkbox"/> DISAPPROVED Revise design & resubmit. Does not meet campus guidelines. Reasons: <input type="checkbox"/> <i>Incorrect Format:</i> _____ _____ <input type="checkbox"/> <i>See attached proper format, page</i> _____
CAMPUS TRADEMARK REVIEWER: (Signature) _____	DATE: _____