

SINGLE ORDER LICENSE REQUEST

For Campus Orders of Items Displaying Marks and Designs Representing:

THE COLLEGE AT BROCKPORT
STATE UNIVERSITY OF NEW YORK



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK
ASPIRE. ENGAGE. EXCEL.

Campus department or vendor must complete this form and submit with proposed design(s) to Procurement & Payment Services PRIOR TO any production of final products. Artwork approval must be completed for every order including exact reprints. Failure to do so may result in non-payment or rejection of goods.

When complete, submit form with proposed design(s) to: Donna Napier or Stacie Treahy
Procurement & Payment Services, Allen Administrative Bldg, 5th Floor
350 New Campus Drive, Brockport, New York, 14420 — Phone: (585) 395-2351

1. REQUEST FROM:

Department/Group _____ Date _____ ****TYPE INFO INTO SECTIONS****
Name & Title _____ Fax _____ Phone _____
E-mail _____ Campus Address _____

2. IDENTIFY PROPOSED PRODUCT & SUPPLIER:

PRODUCT: _____ Brand _____
Item Colors _____ Imprint Colors _____
Item Features (e.g., fabric type, style) _____
Item # _____ Quantity ordered _____

VENDOR NAME: _____
Address _____
State/Zip _____ Phone () _____ FAX () _____
Contact _____ E-mail _____

IMPRINTER: (If different from vendor above)
Company _____
Address _____
State/Zip _____ Phone () _____ FAX () _____

NOTE

Items to be Sold or Used in Commercial Promotions:

If the item is to be sold or used in a commercial promotion (e.g., with a company or corporate sponsor) the product must be approved under a current standard trademark agreement for a company licensed with the campus.

All artwork must also be approved in writing for each order or re-order by Design & Production.

3. PRODUCT USE: HOW WILL THIS PRODUCT BE USED BY CUSTOMERS? CHECK ALL THAT APPLY:

- Resale for Profit
 Uniform
 Fund Raising: Sold: At Cost
 Other
 Promotion/Giveaway
 Class/Office Use
 or Above Cost

4. DEPARTMENT/GROUP 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.

Supervisor signature _____ Name/Title _____

5. ATTACH ALL PROPOSED DESIGNS/MARKS

REQUEST STATUS: FROM PROCUREMENT & PAYMENT SERVICES		
PRODUCT & ATTACHED PROPOSED DESIGNS/MARKS	ROYALTY EXEMPTION	REQUISITION #
<input type="checkbox"/> Approved <input type="checkbox"/> Approved With Revisions <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
		Artwork Approved By: _____ Director, Design & Production _____ Date