

Trademarks.

The Three Step Process

At **law|inc**, we make registering your trademark simple. Once you complete the order process, we take care of all the time-consuming legal formalities... so you don't have to.

The following is our 3 step trademark registration process:

1

Complete the questionnaire.

Complete our short questionnaire which was created by our experienced business attorneys. Once you are finished, fax the completed questionnaire to 1-800-988-LAWINC (5294). We will contact you shortly thereafter. If you are unable to answer of the questions, don't worry. Simply leave them blank.

2

law|inc creates and files your documents.

An attorney will contact you in order review the information you submitted and personally answer your questions. Once everything is confirmed, we will conduct a comprehensive trademark search and the file the trademark application with the US Patent & Trademark Office on your behalf.

3

You receive your documents and final instructions.

You will receive a copy of the necessary documents and final instructions.

Get Started ▶

TRADEMARK SEARCH WORKSHEET

- 1. What is the trademark you would like to search? Please enter the words, letters and numerals which are part of the trademark.**

- 2. If any of your search terms are in a foreign language, please provide the English equivalent. Please skip to question number 3 if this is not applicable.**

- 3. Please list the goods or services represented by the trademark.**

Use clear and concise terms to list the specific goods or services represented by the trademark. Examples include: Chocolate candy; Business consulting for the telecommunications industry; Computer software for accounting purposes; Dry cleaning service; Fishing rods. In addition, do NOT describe how the mark will be used or placed on goods or services (such as "I will use the mark on my letterhead and business cards.")

- 4. Would you like to include a design logo search?**

The purpose of this search is to find similar designs and logos which have been registered with the United States Patent and Trademark Office. This search covers not just the words associated with the design, but also the shapes and images which are part of the logo.

_____ YES _____ NO



Trademark Registration, cont.

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- 5. If you answered "YES" to question 4, please complete the next two questions below. If you answered "NO," then you are finished.**

Please describe any images which are part of your design or logo. For example, if your logo contains the image of an eagle, indicate "eagle." If the logo consists of five interlocking rings, indicate "rings."

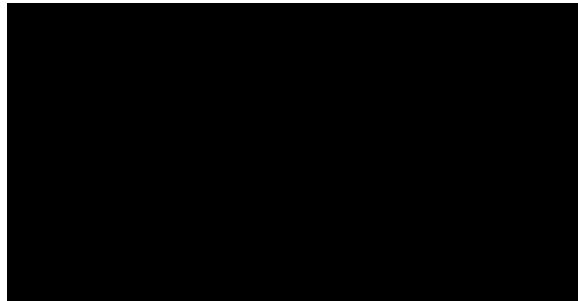
Note: We will need a copy of your design logo.

Trademark Registration, cont.

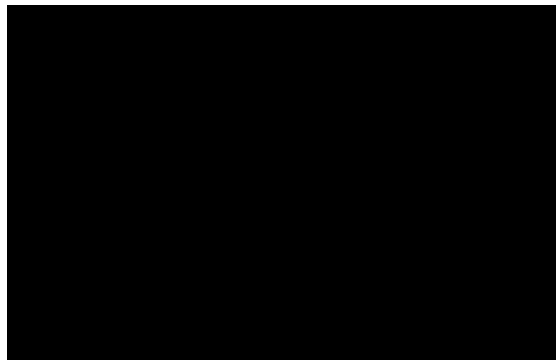
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6. What are the three most prominent characteristics about your logo or stylized trademark?

Examples: Trains, train cars, locomotives, subway cars



Examples: Dogs, record players, tape players (video and audio); stereo components, including sound amplifiers and speakers.



TRADEMARK REGISTRATION WORKSHEET

- 1. What type of entity is applying for the trademark? (Only the owner of the mark may apply for registration.) Please check one of the following four options below.**

The applicant must be the owner of the mark. For sole proprietorships, the applicant should be the individual owner. "Other" includes limited liability companies, trusts, estates, cooperatives and other business entities.

(a) ____ INDIVIDUAL

- (i) What is the individual's name?**

- (ii) What is the individual's country of citizenship?**

(b) ____ CORPORATION

- (i) What is the name of the corporation?**

- (ii) In what state (or foreign country) is this company incorporated?**

(c) ____ PARTNERSHIP

- (i) What is the name of the partnership?**

- (ii) In what state (or foreign country) is the partnership organized?** *If the partnership did not file organizing documents with the state, enter the state where the business is located. If the partnership is organized in a foreign country, indicate the country.*

Trademark Registration, cont.

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(d) ____ OTHER

(i) What is the name of applicant (other entity)?

(ii) Please specify the type of entity applying for the trademark. Examples include "limited liability company," "trust," "estate" or "cooperative."

(iii) In what state (or foreign country) is the entity organized?

2. Please provide the following additional information about the applicant:

(a) Street Address: _____

(b) City, State and Zip Code: _____

(c) Country (if not USA): _____

(d) Telephone number: () _____ - _____

(e) Fax number (if available): () _____ - _____

(f) E-mail address: _____

3. Would you like to allow the US Patent and Trademark Office to contact you by e-mail?

If you do not want the Trademark Office to communicate by e-mail, they will contact you by regular US mail. If your e-mail address might change within the next 6 months, check "NO."

YES _____ NO _____

Trademark Registration, cont.

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4. How would you like to register your trademark? Please choose one of the following two options.

"Typed format" consists ONLY of typed words, letters or numbers.

"Stylized or Design Format" consists of design elements, logos or stylized words, letters or numbers. It may also include words in combination with designs.

(a) _____ Typed Format (words only)

Please write in the space below (in ALL CAPS) the trademark you wish to register.

(b) _____ Stylized or Design Format (design and/or words)

Please write the words or letters which are part of your stylized trademark or logo.

PLEASE NOTE: if you checked "b," you will need to submit a black and white image of your stylized trademark or logo. Please include a copy of the logo with this questionnaire, or send the image via e-mail (in .jpg format).

5. Please list the specific goods or services represented by the trademark. This is one of the most important parts of the application, so please be very careful. Your description will establish the scope of the trademark registration.

Use clear and concise terms to list the specific goods or services represented by the trademark. Examples include:

- *Chocolate candy*
- *Business consulting for the telecommunications industry*
- *Computer software for accounting purposes*
- *Dry cleaning service*
- *Fishing rods*

Do NOT use ambiguous or general terms such as "computer services," "food" or "clothing" unless you later specify the exact type (for example, "computer consulting services, namely, designing and implementing web sites for others").

In addition, do NOT describe how the mark will be used or placed on goods or services (such as "I will use the mark on my letterhead and business cards.")

Trademark Registration, cont.

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6. Please select one of the two following statements that best describes your use of the trademark.

(a) _____ **There is a real intent to use the mark in commerce.**

(b) _____ **The mark is currently being used in commerce.**

If you checked "b," then enter the date the mark was first used anywhere, and the date it was first used in interstate commerce.

If you do not know the exact day of the month, you can fill in "0" for the day. For example, write "8/0/2001" for August 2001.

For goods, "interstate commerce" means selling or shipping the goods across state lines or into another country. For services, it means offering a service to those in another state or rendering a service which affects interstate commerce (e.g. restaurants, gas stations, hotels, etc.).

Date first used anywhere: Month _____ Day _____ Year _____

Date first used in commerce: Month _____ Day _____ Year _____

PLEASE ALSO NOTE: if you checked "b," you will need to submit a specimen that shows your trademark as it is actually used—for example, on a packaging label or an advertising brochure. Please include a copy of the specimen with this questionnaire, or send the specimen image via e-mail (in .jpg format).

For services, acceptable specimens include brochures, flyers, advertisements and internet websites. Business cards or stationery are usually not acceptable, unless there is some clear reference to the type of services rendered.

For goods, acceptable specimens include labels, tags, packaging material, instruction manuals and containers which display the trademark. Please note that brochures, catalogs and stationery are generally not acceptable specimens for goods.

- 7. The next two questions apply only if you have already filed this trademark in a foreign country. Please skip to question 8 if you have not filed this trademark in a foreign country.**

- (a) Would you like to claim a right of priority based on a foreign application?**

You can make a claim for priority if you have already submitted a foreign application and you file this US application within six months. In that case, checking the box means that the U.S. application will receive the same effective filing date as your foreign filing. Later, we will need the filing date, foreign country and serial number of the foreign application.

YES _____ NO _____

- (b) Would you like to use the mark that has already been registered in a foreign country as a basis for filing?**

To use foreign registration as a basis for filing, you will need to send us a certified copy of the foreign registration. If the foreign registration is not in English, you must also provide a translation.

YES _____ NO _____

- 8. How many classes of goods or services would you like to register under the trademark?**

Trademarks are typically used to represent only one class, unless there are multiple uses. For example, if a trademark for motorcycles also becomes a brand for clothing, then two classes are required.

_____ **CLASS(ES)**

- 9. List the International Class Number(s) you would like to associate with your trademark. (Please note this is not required). Don't worry if you do not know the classification number—the Trademark Office can determine it for you.**



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10. Would you like to include any additional statements regarding your trademark application? (Please note this is not required.)

These statements could be used to disclaim generic words, describe specific colors, translate foreign words, explain how long the mark has been in use, etc.
