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CHECKLIST

APPLICATION FOR TRADEMARK OR SERVICEMARK

1. What is the proposed name of the mark? _____
2. What individual and/or company will own the mark? _____
3. What is the address of the owner of the mark?

Street address

City

State

Zip

If there are multiple addresses, write them on the back of this sheet.

4. Owner is:
____ Individual [Citizen of Country: _____]
____ Partnership [State of Organization: _____]
____ Corporation [State of Incorporation: _____]
____ LLC [State of Organization: _____]
____ Other [Specify nature and domicile: _____]
5. Describe the products or services that will carry your mark. _____

6. How do you describe your mark? Pretend you have it in front of you and you're describing it to a colleague over the telephone. Write down what you would say. Include the colors you want to use, a special way of using a particular word, what any graphic symbol looks like and where it is placed.

7. What kind of product will use the mark? Choose from the following list (the services are listed after the products).

- Chemicals
- Paints
- Cosmetics
- Cleaning preparations
- Lubricants and fuels
- Pharmaceuticals
- Metal goods
- Machinery
- Hand tools
- Electrical apparatus
- Scientific apparatus
- Medical apparatus
- Environmental control apparatus
- Vehicles
- Firearms

- _____ Jewelry
- _____ Musical instruments
- _____ Paper goods or printed matter
- _____ Rubber goods
- _____ Leather goods (*Specify what types of leather goods:* _____)
- _____ Non-metallic building materials
- _____ Furniture
- _____ Housewares and glass
- _____ Cords and fibers
- _____ Yarns and threads
- _____ Fabric
- _____ Clothing (*Specify what types of clothing:* _____)
- _____ Fancy goods
- _____ Floor coverings
- _____ Toys and sporting goods
- _____ Meats and processed foods
- _____ Staple foods
- _____ Natural agricultural products
- _____ Light beverages
- _____ Wines and spirits
- _____ Smokers' articles
- _____ Advertising and business
- _____ Insurance and financial services

- Construction and repair
- Communication
- Transportation and storage
- Education and entertainment, explain: _____
- Miscellaneous, explain: _____

8. Are you already using your mark in commerce?

Yes No

9. When was your mark first used? _____

10. If your first use was purely local and conducted *only* within your state, when was your mark first used in states outside the state you reside in?

11. Have you used your mark for business between your state and another country or a territory of the United States?

Yes No

12. How is the mark used? Check all that apply.

It is affixed directly on the product.

It is on a label attached to the product.

It is on letterhead, mailing labels, business cards, advertisements or signs.

13. If you are not already using your mark, do you plan to use it within the next six months?

Yes No

14. Is there any other information that we should know when processing your application?

* Please attach any necessary documents.