



Trademark Checklist

1. **Mark to be Protected** (pick one)

Word mark: _____

Design mark (attach a clear image of the design)

Do you want to claim color? Yes No

Note: the broadest protection is achieved with a word mark and no color claim

2. **Owner of the Mark** (pick one)

Individual (full legal name): _____

Company (name & jurisdiction): _____

3. **Owner Address** (not a P.O. Box) _____

4. **Goods and/or Services** (describe the product or service the mark will be used in connection with and attach samples of how it is actually used, if already in use)

Goods: _____

Services: _____

5. **Dates of Use**

Mark is in use in commerce now Mark is not yet in use

If the mark is already in use in commerce in connection with some or all of the above listed goods and/or services, what are the dates of first use (ever) and first use in commerce, for when the mark was used with each good or service listed above? [mm/dd/yy]

6. **Samples of Actual Use** (if in use)

Goods – attach clear image(s) of the mark used on the product, product packaging, or labels attached to the product.

Services – attach clear image(s) of how the mark is used to advertise the services, e.g., website, brochure, print ads, or other form of advertising of the services under the mark.

EDUCATIONAL AND INFORMATIONAL PURPOSES ONLY: THIS IS NOT LEGAL ADVICE AND DOES NOT FORM AN ATTORNEY-CLIENT RELATIONSHIP. SEEK LEGAL COUNSEL BEFORE USING THIS FORM OR FILING A TRADEMARK APPLICATION.

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