

Campus Single-Order Trademark Request 2007-08 Term

For Campus Orders of Items Displaying Marks and Designs Representing:

COLLEGE AT GENESEO SM

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: 585-245-5005

Rebecca Anchor / Geneseo Purchasing & Central Services / Erwin 218 / Geneseo, NY 14454 / 585-245-5100

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

If sold/ commercial promo, is Item LRG listed?
 YES NO: Co. must add product to license
u07DARE-NEW/07SOLReq

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 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 <u>customer and request ONLY</u> . Provide a copy to your supplier for their files & reports. <input type="checkbox"/> NOT ROYALTY EXEMPT. Company must hold regular trademark license for product.
		Designs for Scan : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> ____ Comments _____ _____ Authorized By: _____ Signature Campus Trademark Director Date _____

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: _____	