



OFFICE USE ONLY

JOB#: _____ Fees Paid: _____ Fees due _____

Start Date: _____ GM: _____

GENERAL INFORMATION

Proposed Title of the Invention (not a trademark, but a descriptive title):

How many inventors are there for this invention? _____

An inventor is anyone who contributed to the novel features of the invention. You may have each inventor assign their ownership rights in the patent to a company or another individual, but the Patent & Trademark Office (PTO) wants to know who are the actual persons who should be listed on the patent as inventors, even if they ultimately do not have ownership in the patent.

Will the inventors be assigning this invention? No Yes (If yes, to whom? _____)

If this application is to be assigned (that is, the ownership transferred to a company or other third party), then we'll need to have each co-inventor sign an "assignment agreement" that conveys the ownership of the patent application to the company or third party. Such an assignment can be found at <http://www.quickpatents.com/pdfs/PTOAssignment.pdf>. Note there is a charge to have the assignment agreement recorded at the PTO, and the assignment must be notarized. The application can be assigned at any time during its life, so from our standpoint there is no hurry. But you'll want to check with your other advisers to see if there is any urgency to file an assignment (ie., tax reasons, liability, etc.). As we are not a law firm, we cannot help you with the wording of the assignment agreement, or advise you as to if you need to assign the application or not.

PLEASE TELL US ABOUT INVENTOR 1 (and/or our main contact person)

Name: _____ Tel: _____ Ext. _____

Firm: _____ Fax: _____

Mail Address: _____ Mobile: _____

Mail City: _____ Email: _____

State/Prov.: _____ Zip: _____ Citizen of: USA Other: _____

Home City: _____ State/Prov: _____ Zip: _____

Note that we will only correspond with one person as your designated contact person (or the first named inventor). It is up to this primary contact to disseminate communications from us to the other co-inventors. Note also that the first-named inventor will be the first listed person on the published application and patent document, but that each co-inventor will initially have a 100% interest in the patent. This is counter-intuitive, so please ask if you have questions.

Is this person an inventor? Yes No (that is, this person is our main contact, but not an inventor.)

PLEASE TELL US ABOUT INVENTOR 2 (if any)

Name: _____ Tel: _____ Ext. _____

Firm: _____ Fax: _____

Mail Address: _____ Mobile: _____

Mail City: _____ Email: _____

State/Prov.: _____ Zip: _____ Citizen of: USA Other: _____

Home City: _____ State/Prov: _____ Zip: _____

PLEASE TELL US ABOUT INVENTOR 3 (if any)

Name: _____ Tel: _____ Ext. _____
Firm: _____ Fax: _____
Mail Address: _____ Mobile: _____
Mail City: _____ Email: _____
State/Prov.: _____ Zip: _____ Citizen of: USA Other: _____
Home City: _____ State/Prov: _____ Zip: _____

PLEASE TELL US ABOUT INVENTOR 4 (if any)

Name: _____ Tel: _____ Ext. _____
Firm: _____ Fax: _____
Mail Address: _____ Mobile: _____
Mail City: _____ Email: _____
State/Prov.: _____ Zip: _____ Citizen of: USA Other: _____
Home City: _____ State/Prov: _____ Zip: _____

If there are more inventors than four, please provide the above information for each on a separate sheet.

PLEASE DESCRIBE YOUR INVENTION (ATTACH ADDITIONAL PAGES, DRAWINGS, & PROTOTYPES)

Quick Patents (QP) promises that all information provided by our clients will be treated as confidential material; i.e., no part of said information will be used for any purpose whatsoever outside of the intended purpose of conducting application services for the client. QP will neither use nor cause others to use, nor divulge to third parties un-affiliated with QP, all or any part of said information, in any way, without your express written approval. For a signed Non-Disclosure agreement, go to www.QuickPatents.com/nda.asp before completing this form.

General Description of invention:

What specifically is new about the invention, in comparison to the prior art?

What date did you first publicly disclose the invention or offer it for sale? _____

Or **N/A** (the invention is still a secret, other than those under a Non-Disclosure Agreement or otherwise sworn to secrecy)

Note that in order to obtain a patent in the United States, you cannot have publicly disclosed the product for more than one year prior to your filing date. We ask this question to ensure there is enough time to prepare your application before your one-year anniversary of your first public disclosure (i.e., your first offer for sale, or public marketing effort, or trade show disclosure, etc.). In many foreign countries, you will lose your foreign filing rights if you publicly disclose your idea before filing a patent application.

What features do you consider to be the core, new features of the invention? Put another way, what is the simplest version of your invention that you could possibly make that would still be functional and also recognizable as your invention? Or, put yet another way, what is the simplest version of your idea that, if a competitor offered for sale, would offend you?

What features do you consider to be optional or secondary to the invention, or strictly optional?

Does your invention require any special materials to function properly? If so please explain.

DRAWINGS, SKETCHES, PHOTOS, PROTOTYPES

I have: Drawings Photos Sketches Prototype

We need to have very clear drawings, sketches, or photographs of your invention, how it works, how it's put together, etc., in order to submit your patent application. If you are not able to provide these, we can create drawings for you for an extra charge (\$100/sheet). The views that are required to fully and adequately disclose your product will be decided by the patent practitioner assigned to your application. Generally speaking, we have to provide enough information in the drawings to fully disclose how the invention is made and used. If we are not preparing drawings for you, then we will be asking you to supply us with the required drawings, photos, or sketches.

My drawings/photos/sketches are:

Attached: Will be e-mailed to patents@QuickPatents.com:
Sent Previously: Will send prototype:

SPECIAL CIRCUMSTANCES – Check any that apply

Any inventor over the age of 65: I/We plan on filing foreign patents: -- or --
Invention made with government aid: Do not publish at 18 months:
I/We have over 500 employees:

Note that you have one year from your provisional patent filing date to file your US Non-Provisional application and any foreign patent applications. If you have already publicly disclosed your invention, then you may have limited or no foreign filing rights. You generally have one year to file foreign patents from your first US filing. Please ask if you have questions about foreign applications.

Please list any other relevant details regarding patenting of this invention, or related patent applications that you may have filed (either in the US or elsewhere):

COMMUNICATION

E-mail (default):

Fax:

Priority Mail:

Overnight (RUSH):

The secrecy of your invention and the details of your patent are important to us. While we prefer to communicate with you via email, for ease and speed, we are also aware that some clients prefer to communicate by other, possibly more secure but more expensive means. As such, please let us know the way you would prefer that we communicate with you, send you drafts of your claims and specification, and so forth. Note that phone calls to and from QP may be recorded, and that by using our services you agree to these terms. We are not responsible for your failure to receive our email communications, and it is up to you to add **quickpatents.com** as a trusted sender in your email client. Further, we strive to ensure the secrecy of our clients' proprietary information. Therefore, you agree that if you inadvertently receive from us any information meant for another client or party, you will maintain the secrecy of that information and will immediately delete or otherwise destroy such information.

WHAT HAPPENS NEXT?

Once we receive this completed questionnaire, and all related drawings, photos, and other requested information, we will confirm receipt and send you a link to our on-line calendar for scheduling a meeting (either in person or by phone) with your assigned patent practitioner. This meeting may take up to two hours, during which time your practitioner will work with you to create a first broad claim and write much of the remaining claims. The more complete this questionnaire is when we receive it, the less time the subsequent meeting will be. The goal of the meeting is to write 90% or so of the claims and get the patent application and drawings complete enough to send you a first draft by our target date. While the practitioner may not need to keep you on the line for the entire designated time, please be available during this time in case questions arise so that we can reach you quickly if needed.

Upon your approval of the patent application and drawings, we will file your application at the PTO as your patent agents of record. To be able to represent you with the PTO, we'll need you to sign a Power-of-Attorney form for this application, which we may have already sent you, or will send to you with the first draft of the application. When we've filed the application, we will send you a copy of everything that was filed, as well as your application number and filing date. At this point you will be officially "Patent Pending." Note that you are not currently patent pending just because you've hired a patent firm to start work on your patent application. You must actually file the patent application before you are officially and legally "Patent Pending," and the fees you paid for this patent application do not apply towards any future work on subsequent applications, office action responses, issue or petition fees, recording fees, maintenance fees, or the like.

With provisionals, once filed, you will have one year to file your US Non-Provisional Application (and any foreign patents such as PCT applications or national filings). This one-year cannot be extended, so please ensure that you consider your subsequent filings within about 9 or 10 months of your provisional filing date. While we strive to remind clients of upcoming deadlines, we are not always able to reach you if you've moved, or if your email address changes, or our docketing system fails, etc. So ultimately the responsibility of meeting your filing deadlines remains with you.

Remember that nothing happens with a provisional patent application at the PTO. The application just sits there, waiting for you to file your non-provisional patent. If the one year anniversary passes without your filing the non-provisional application, your application will expire and it will be as though you never filed it. In such a case, your patent rights may be adversely affected.

Also, after your patent application is filed, be sure to let us know if any of the following occurs:

- You find a relevant prior art patent or product that might impact the patentability of your invention
- You move or change phone numbers or email addresses
- You publicly disclose the product, offer it for sale, launch a website that discloses the product, etc.

Additional Terms: In order to qualify for patent protection in the U.S., your invention must be new, useful, and non-obvious in light of all other prior art inventions. If it would be obvious to "one skilled in the art" or field of your invention, you may not ultimately receive a patent. Please be sure you understand the level of novelty of your device before assuming that merely by applying for a patent you will receive one. Patent Searches, if done through us or elsewhere, are never 100% complete, so there is always some risk that a patent search will have missed a relevant reference. Each country has its own patent laws and filing requirements. You should make us aware of any potential public use or offer for sale of your invention beforehand so we can advise you as to the potential ramifications of public disclosure. There is no guarantee that paying us to submit a patent application on your behalf will result in a patent being granted. Refunds will not be granted for services already rendered. PTO filing fees can be raised without notice, so you agree that you will pay any additional amounts owed if the PTO raises filing fees before we have filed your application.

I have read the above and agree. Please begin preparation of the above patent application.

Signature: _____ Date: _____

Return this completed form with drawings, etc. to the address below or FAX to 800-399-0181