

Trademark Request Form

This Trademark Request Form is submitted by the Department/ College/Division of _____ of the _____ (“Requestor”).

1. **TRADEMARK REQUESTED.** The Requestor desires to have the following trademark registered with the US Patent & Trademark Office (“USPTO”) [attach exhibit with trademark design if not enough room in space below]:

2. **RESPONSIBILITY FOR PAYMENT.** The Requestor understands that filing for registration of trademarks with the USPTO incurs costs for the University of Houston System (including without limitation, legal fees), and Requestor agrees to reimburse the University of Houston System’s Division of Administration & Finance (“A&F”) for any and all costs incurred with regard to filing for registration of the requested trademark, including without limitation costs related to responding to challenges to the registration of such trademark.

3. **INVOICING.** The Requestor understands that A&F shall invoice the Requestor in the time and manner solely determined by A&F and the Requestor shall provide reimbursements to A&F within thirty (30) days of receipt of such invoicing.

REQUESTOR:

OFFICE OF UNIVERSITY MARKETING AND COMMUNICATIONS

Signature _____ Date _____
Name: _____
Title: _____

Signature _____ Date _____
Name: _____
Title: _____

Dept. Address for invoices:

Attn: _____

Note: Modification of this Form requires approval of OGC