

# Trademark Use Request Form

We are pleased to consider your request to use the identifying trademarks of Meredith College. Please complete this form and return it to the **Department of Marketing, attention Vanessa Harris, by fax: 760-8330 or interoffice mail.** Request process typically takes 3 - 5 business days; however this time could be longer if more information is needed or if the submitted design needs alterations.

Project contact \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ @meredith.edu

## PRODUCT INFORMATION

Product description \_\_\_\_\_ Quantity \_\_\_\_\_

Select which Meredith College wordmark, logo or phrase will appear on product

(ARTWORK MUST ALSO BE SUBMITTED WITH THIS FORM)

- Word mark    Athletic Mark    Meredith College®    Meredith Avenging Angels®    Avenging Angels™

How will product be distributed    Given Away

- Sold to    Alumnae    Faculty & Staff    Members of Department

- Parents    Students    General Public    Other \_\_\_\_\_

Proceeds will be used for

- Educational Programming    Support of philanthropy

Event \_\_\_\_\_

Other \_\_\_\_\_

Purpose/Event \_\_\_\_\_ Date \_\_\_\_\_

## MANUFACTURER (see approved vendor list at meredith.edu/marketing/licensing)

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

Cost to you per unit: \$ \_\_\_\_\_ Product will be sold for: \$ \_\_\_\_\_

### For Office Use Only:

- Approved  
 Approved with changes: \_\_\_\_\_  
 Denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Royalty

- Due \_\_\_\_\_  
 Exempt \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note: Art approvals are limited to the job specified on this sheet. Re-orders require additional approval.**