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☑ *Worksheet for Patents, Trademarks, and Copyrights*

Patents, Trademarks, and Copyrights

The purpose of this worksheet is to help you think about your business's intellectual property. There is an overwhelming amount of resources available at the Patent and Trademark Office (PTO) website to help you; however, taking time to sort and categorize your intellectual property now may reduce your search process at the PTO.

Intellectual Property: As stated in the course, you need to protect your ideas, business name, logo, inventions, and other work products that give your business a competitive edge in the market. List the types of assets your business has that are considered intellectual property.

Patents: Which of your business assets (if any) may require a patent? Additionally, for those assets listed, which type of patent will each require (Utility, Design, or Plant)?

Does the asset you are trying to patent meet the conditions of obtaining a patent? Yes | No

Do you have sufficient rights for the patent? Yes | No

Application for Patent: Before applying for a patent you have to prepare. Place a checkmark beside the items that are prepared for each patent application:

- A Written Document
- Drawings (if necessary)
- An Oath or a Declaration
- Filing, Searching
- Examination Fees

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Trademarks:

Remember, a trademark includes a word, name, device, or any combination of these that is used to identify and distinguish the goods and services of one seller or provider from those of others and to indicate the source of goods and services. It is essentially your brand. Which of your business assets may require a trademark?

Which steps have you completed to register your trademark?

1. Identify your mark (Standard Character Format, Stylized/Design Format, A Sound Mark): _____
2. Identify your goods or services to which the mark applies _____
3. Identify the proper basis (Use in Commerce or Intent to Use) _____
4. File a Trademark Application (http://www.uspto.gov/trademarks/basics/online_filing.jsp)
5. Remit the fees
6. Monitor your status
7. Protect your rights

Copyrights:

Copyrighting is a legal protection for the creators of original work. It can protect intellectual properties such as: literary, musical, and dramatic works; pantomimes and choreographic works; architectural works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; sound recordings; and computer programs.

Which of your business assets may require a copyright?

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Are all of your assets to be copyrighted: Original? Fixed in Tangible Form?

Do you own or have rights to all of the copyrighted material that you are using for your business? Yes | No (use space below to make notes of next steps to resolve this issue).

Protection outside the United States:

Do you need to investigate getting protection outside of the United States? List the countries you will need to investigate.

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RESOURCES:

This worksheet is intended to help you document your ideas and possible solutions to common challenges small businesses face daily. You're not alone! If you'd like talk to someone about your business, the SBA has a broad network of skilled counselors and business development specialists waiting to help your business start, grow, and succeed. Below is a short description of our resource partners:

- There are more than 1,000 **Small Business Development Centers (SBDCs)** located around the country. SBDCs provide management assistance to current and prospective small business owners.
- **SCORE** is a powerful source of free and confidential small business advice to help build your business. More than 10,000 SCORE volunteers are available to share their experience in lessons learned in small business.
- **Women's Business Centers (WBCs)** assist women and men in achieving their dreams by helping them start and run successful businesses. Over 90 WBCs are located around the country.
- The **SBA** has over 60 D**istrict Offices** located throughout the country to help you start and grow your business.
- The **SBA Learning Center** is a powerful virtual campus with online training, videos, tools and links to local resources.
- The SBA's Emerging Leaders Initiative is hosted in 27 markets around the country using a nationally demonstrated curriculum that supports the growth and development of small firms that have substantial potential for expansion and community impact. A competitive selection process results in company executives participating in high-level training and peer-networking sessions led by professional instructors.
- **Regional Innovation Clusters** act as a networking hub to connect small businesses in a particular industry sector and geographic region with other business innovators in the same sector and with specialized suppliers, research institutions, large prime customers and investors who also operate in that sector.
- The SBA's **Office of Women's Business Ownership** serves as an advocate for women-owned businesses. The office oversees a nationwide network of 110 Women's Business Centers that provide business training, counseling and mentoring geared specifically to women, especially those who are socially and economically disadvantaged. The program is a public-private partnership with locally-based nonprofits.
- The **Veterans Business Outreach Program** (VBOP) is designed to provide entrepreneurial development services such as business training, counseling and mentoring, and referrals for eligible veterans owning or considering starting a small business. The SBA has 15 organizations participating in this cooperative agreement and serving as **Veterans Business Outreach Centers** (VBOC).

Find your local resource using our handy zip-code tool: www.SBA.gov/local-assistance

For more information about SBA programs and services, please download the *2014 Resource Guide for Small Business*, available for download at the following URL:
http://www.sba.gov/about-sba/what_we_do/resource_guides