

# INTERNAL APPLICATION & AGREEMENT

**This application must be fully completed by the internal unit and returned to the Trademark Licensing Office before your artwork submission can be reviewed. All artwork must follow university brand guidelines to be approved.**

All products bearing word marks, trademarks, logos, and/or symbols associated with The University of Iowa require pre-production approval from The University of Iowa Trademark Licensing Office. All products must be purchased from a University of Iowa officially licensed vendor thereby ensuring high standards of quality and workmanship sufficient to maintain the goodwill attached to The University of Iowa. All products are subject to approval by The University of Iowa Trademark Licensing Office prior to use. If approved, Client agrees to limit usage to the dates and products described in this application and agreement, and any changes shall require a separate application. All artwork must follow university brand guidelines to be approved.

## Internal Information

University Affiliation (select one)     Student Org     Sports Clubs  
 Academic/Admin Unit     UIHC/CCOM Unit     IOWA/I-Clubs

Unit Name \_\_\_\_\_

Subunit Name (if applicable) \_\_\_\_\_

Contact Person \_\_\_\_\_

Departmental Contact \_\_\_\_\_

Campus Address \_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

## Vendor Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

## Product Information

Product Description \_\_\_\_\_

Reason for Producing Product \_\_\_\_\_

\_\_\_\_\_

Quantity \_\_\_\_\_ Usage Dates \_\_\_\_\_ to \_\_\_\_\_ Event Date \_\_\_\_\_

Distribution methods (check all that apply)     Internal -- Staff Use Only     Internal -- Philanthropy     Internal -- Fundraising/Resale     Internal -- Promotional

## Trademark Licensing Program Signature

\_\_\_\_\_  
 Trademark Licensing Director Signature

\_\_\_\_\_  
 Date

## Internal Signature

\_\_\_\_\_  
 Authorized Internal Representative Signature

\_\_\_\_\_  
 Date

### Trademark Licensing Program Use Only

Artwork Approved     Yes     No    Royalties     Yes     No

Notes \_\_\_\_\_

