

# Cooley

## Invention Disclosure Form

Please use this form for submitting an initial disclosure of your invention. If necessary, please attach and number any additional pages. After completing and signing this form, immediately forward it to the Patent Administrator.

**Company name:** \_\_\_\_\_

### I. Descriptive title of the invention

### II. Individual submitting this form

full name \_\_\_\_\_

home street address \_\_\_\_\_

city, county, state, zip \_\_\_\_\_

work phone \_\_\_\_\_

citizenship \_\_\_\_\_

signature \_\_\_\_\_

date \_\_\_\_\_

### III. Other individuals who assisted in developing this invention

full name \_\_\_\_\_

home street address \_\_\_\_\_

city, county, state, zip \_\_\_\_\_

work phone \_\_\_\_\_

citizenship \_\_\_\_\_

signature \_\_\_\_\_

date \_\_\_\_\_

full name \_\_\_\_\_

home street address \_\_\_\_\_

city, county, state, zip \_\_\_\_\_

work phone \_\_\_\_\_

citizenship \_\_\_\_\_

signature \_\_\_\_\_

date \_\_\_\_\_

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## Invention Disclosure Form

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### IV. Planned or actual use of the invention

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## V. Disclosure of the invention

### 1. With respect to this invention

	Yes	No
A. Have any discussions or other contacts been made with potential purchasers?	<input type="checkbox"/>	<input type="checkbox"/>
B. Has it been <i>sold</i> or <i>offered</i> for sale?	<input type="checkbox"/>	<input type="checkbox"/>
C. If it pertains to a process, have any steps been taken to employ the process commercially?	<input type="checkbox"/>	<input type="checkbox"/>
D. Has it been described in a printed publication?	<input type="checkbox"/>	<input type="checkbox"/>
E. Has it been <i>disclosed in a talk</i> or a <i>paper presented</i> at a public meeting?	<input type="checkbox"/>	<input type="checkbox"/>
F. Has it been otherwise disclosed to vendors or customers?	<input type="checkbox"/>	<input type="checkbox"/>
G. If not, is any such use, sale, publication or disclosure now <i>contemplated</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
H. Has it been reduced to practice (i.e., made, carried out, or built and tested) or has a model or prototype been built?	<input type="checkbox"/>	<input type="checkbox"/>
I. Is there any agreement that deals with rights in this invention or ownership of this invention?	<input type="checkbox"/>	<input type="checkbox"/>

### 2. If any answer to any part of question 1 is "yes," please indicate earliest dates, and give the surrounding circumstances (attach additional sheets if necessary):

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## VI. Description

Please add any additional sheets and drawings necessary to describe the invention.

1. Summary of the invention

2. What problem is solved?

3. Describe any similar system(s) that you are aware of and the advantages of the invention over these other system(s) or method(s).

4. Technical description of the invention (refer to drawings with reference numerals).

5. What aspects of the Invention can be varied or altered, and yet still accomplish the end result or object of the invention?

6. Supporting documentation as to when and where the invention was first conceived. Please list any relevant written or pictorial material (notebook number and page, file reports or drawings, etc.).

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**Witness:**

**Preliminary disclosure evaluated by:**

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Invention witnessed and understood by:

signature

signature

printed name

printed name

title

title

date

date