



PROJECT SUBMISSION CHECKLIST

As a service to our customers and to better help us prepare your illustrations, we have created this Project Submission Checklist. By providing us with your best source material at the beginning of a case in combination with other important information, we are better able to serve you by providing prompt service and accurate illustrations.

Please indicate if the case is:

- **Submitted for Quote Only**
- **Initial Filing**
- **Request for Formal Drawings** (in response to a USPTO Office Action)
- **Invitation to Correct** (in response to a PCT action)

If at all possible, please provide the following:

Brief and Detailed Descriptions of Drawings
Office Action/Invitation to Correct (If relevant)
Written Instructions
Source Material (pdf, jpg, word or ppt, original color images)

- First generation source material is always preferable to photocopies, faxes, or scans. Providing us with the cleanest sources at the beginning of a project will keep costs down.
- Do not convert color files to grayscale.
- For Visio files: Please convert to pdfs.

Tracking Information

Docket/Case Number
Primary Contact & Contact Info
Target Due Date for Proofs
Final Due Date/Filing Deadline
Paper Size (A4 or Letter)
Replacement Sheet in Header (for US Cases)
Header Info (If you would like us to put in that information)

We are always happy to answer any questions regarding your case. Please call us at 1-800-561-6607 with questions or comments.