

**INVENTION DISCLOSURE FORM  
(CONFIDENTIAL)**

This form is used to identify and screen inventions submitted by clients for patentability evaluations, the preparation of an application for a patent, and for considering other appropriate types of proprietary protection. For purposes of completing this form, an "invention" may be just about anything including a useful idea, concept, method, process, machine, device, algorithm, device, article of manufacture, composition of matter, apparatus, improvement, or development.

This form is 5 pages long. Your signature and the date should be on the last page.

**Answer all questions.** Attach additional pages, copies of your notes, sketches, blueprints, computer-generated drawings, or other materials to explain your responses and provide full details of your disclosure.

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1. Client Name: \_\_\_\_\_ Client Matter: \_\_\_\_\_
2. Date of Submission of the Disclosure: \_\_\_\_\_
3. (a) This submission is by: (Person's) Name: \_\_\_\_\_  
(b) Address: \_\_\_\_\_
4. Title of your Invention: \_\_\_\_\_
5. Using text, and drawings, if appropriate, answer the following questions, separately and specifically, as each relates to the invention. Additional pages may be necessary for the completion of this section.
  - (a) What is the purpose of your invention (In general terms)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (b) What is the problem that is to be solved by your invention? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (c) How does your invention solve the problem? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) What were the prior methods, techniques or existing devices used to accomplish the purpose or comparable intent of your invention? \_\_\_\_\_

\_\_\_\_\_

(e) What were the disadvantages of these methods, techniques or devices? \_\_\_\_\_

\_\_\_\_\_

(f) What are the advantages of your invention over the prior methods, techniques or devices?

\_\_\_\_\_

(g) Where will your invention be useful and to what extent will it be used? \_\_\_\_\_

\_\_\_\_\_

(h) Does your invention solve any problems related to other prior methods, techniques or inventions? \_\_\_\_\_

6. Provide the earliest date and place your invention was conceived and include a brief description of the circumstances and include any written records that may exist at the time of conception:

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Circumstances: \_\_\_\_\_

7. State the date and present location of:

	<u>Date</u>	<u>Present Location</u>
(a) first sketch or drawing of invention:	_____	_____
(b) first written description:	_____	_____

8. Please list if the invention has been tested or a prototype has been constructed:

- (a) For any test, state the date and place; describe any general results; and identify witnesses to the tests.

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Results: \_\_\_\_\_

Witnesses: \_\_\_\_\_

- (b) For any model or prototype state the date of completion; fabricator of the model or prototype; and present location of the model or prototype:

Date: \_\_\_\_\_ Fabricator: \_\_\_\_\_

Present location: \_\_\_\_\_

9. State the names and dates of any disclosure of your invention to other persons:

- (a) To employees of the client:

Names: \_\_\_\_\_

Date: \_\_\_\_\_

- (b) Other persons and dates of disclosure:

Names: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

10. Has any publication, submission for publication or written report of your invention been made?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes," provide details: \_\_\_\_\_

11. Was your invention made in performance of work for a customer?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes," provide contract or job: \_\_\_\_\_

12. If an embodiment of the invention has left your possession, custody, or control or that of your employer or has otherwise been shipped from you or your employer's location, state the date and circumstances of shipment:

Date: \_\_\_\_\_ Circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

13. If your invention was made for internal use (rather than for use by third party customers) state the first date on which use of your invention was made in commercial production. Identify whether such use was a test. Briefly describe circumstances and results:

Date: \_\_\_\_\_ Test? \_\_\_\_\_ Yes \_\_\_\_\_ No

Circumstances and results: \_\_\_\_\_

\_\_\_\_\_

14. Are there plans to put your invention to use (internal or external)? If so, give details. Will this be experimental?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Has your invention ever been sold? If so, provide the date and location.

Date: \_\_\_\_\_ Location: \_\_\_\_\_

16. List commercial products, publications or patents related to your invention, or any prior art related to the invention, if you know of any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. *Detailed Description of the Invention.*

Describe your invention in detail. Attach all drawings, sketches, photos, computer-generated drawings or text material, and/or notebook entries made in the course of development of the invention which show or describe the invention.

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18. Who do you consider to be the inventor(s) (e.g., person that contributed significantly to this invention)? More than one person may be named.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

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19. Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

20. READ AND UNDERSTOOD

Witness: \_\_\_\_\_  
Name Date

Witness: \_\_\_\_\_  
Name Date