



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 an Office Action)

If at all possible, please provide the following:

Brief and Detailed Descriptions of Drawings

Office Action (If relevant)

Written Instructions

Source Material (pdf, jpg, word or ppt)

- 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 or Substitute Sheet in Header

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.