


**Intellectual Property Services USA Incorporated**

Correspondence address:  
1940 Duke Street, STE 200  
Alexandria, Virginia 22314

**Reminder**

News Regarding Trademark Filing Deadline

**1-800-809-2932 (toll-free)**  
www.intellectualpropertyservices.org

Recipient address:	Date	<b>E</b>
		

Trademark name	Trademark No	Number of Classes
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**Your trademark registration is about to expire.**

**Expiration date:**

**Your trademark registration is valid for ten (10) years at a time.**

**Sign and return this document to start the process of renewing your trademark registration for ten (10) years.**

OWNER	TRADEMARK
	Initial filing date:
	Registration date:
	Register:
	Filing basis on record:
	Expiration date:
	Trademark type:
	Classes:

**ORDER and POWER-OF-ATTORNEY**

Please return this document signed by an authorized representative of your company, affix your company seal (if required by your company), and return the signed version to us in the enclosed envelope in order to start the trademark registration renewal process. A trademark registration renewal is valid for a period of ten (10) years. **The trademark renewal fee (including applicable filing fees) is a fixed fee of \$1,649 for the first class and \$849 per each additional class.** You will receive an invoice from us after we receive this signed document from you. By signing this form, you are placing an order for the renewal of the identified trademark registration for the classes identified in this form- and you confirm you have reviewed and accepted the Terms and Conditions (appearing on the opposite page of this form) and the terms of this order form, and you authorize us to send you an invoice, when applicable, for subsequent declaration(s) and/or renewal application(s) for the identified trademark. Please read the Terms and Conditions and this document carefully. By signing this document, you grant Gary Guttenberg, Attorney-At-Law, of Intellectual Property Services USA Incorporated, correspondence address: 1940 Duke Street STE 200, Alexandria, Virginia 22314, Tel: (703) 988-7005, Fax: (703) 988-7007, info@IntellectualPropertyServices.org a power of attorney to represent you in renewing your trademark registration. Intellectual Property Services USA Incorporated reminds companies that their trademark registrations are due for renewal or otherwise require a declaration of use. Trademark registrations may be permanently abandoned if not renewed on time. This renewal order is optional and only acts as a reminder. This is not a bill. You can also contact your own representative to assist you with the renewal. In the event that you require modifications to this form, please email such requests to info@IntellectualPropertyServices.org and an amended form, if accepted, will be promptly mailed or emailed back to you. If you have any questions regarding the status of your renewal please contact our trademark department via e-mail at info@IntellectualPropertyServices.org or via telephone at our toll-free number 1 (800) 809-2932 or our local numbers in Virginia, Tel: (703) 988-7005 or Fax: (703) 988-7007.

**GRAPHICAL REPRESENTATION (IF APPLICABLE)**

**X** \_\_\_\_\_  
Date and Signature                      Printed Name and Title

**Sign and return in the enclosed envelope**

\_\_\_\_\_  
Date and Signature, Intellectual Property Services USA Incorporated  
Attorney-At-Law, Gary Guttenberg

**Important trademark filing offer**