

ATTACHMENT F
SOLICITATION 52PAPT201008

SCANNING INSTRUCTIONS
JANUARY 23, 2002

Foreign Registration Certificates

- Photocopy the front page with the seal and ribbon intact, before disassembling the certificate.
- Disassemble the certificate, and try to effect as little damage as possible.
- Scan the photocopy of the first page and then the original pages from the rest of the certificate.
- Bind the loose, scanned pages. Affix the ribbon/seal back to the front of the page with tape.

Doc Prep for all new applications:

- Embedded marks must be noted with a colored sticker.
- PRINTEAS applications where the box is marked for stylized or design format where the applicant does not have the image in a GIF or JPG image file, do not confuse the photocopy of the mark with a specimen. If no text in TYPED FORMAT box, you may NOT assume the specimen to be the mark. If the mark appears to be a specimen, you are to assume that it is a specimen. When in doubt, bring the application to the attention of the COTR.
- PRINTEAS applications where there is no indication anywhere as to what the mark is, then you should assume no mark is provided and you will not have a drawing page. Do not use a specimen for the mark. When in doubt, assume nothing.
- PRINTEAS applications where the mark is printed next to the field <Mark>, this is an embedded drawing. If a separate page is provided with the mark, it is NOT the drawing page. See example in 76352259 on what NOT to do. When in doubt, ask the COTR.
- Do not put any labels on the specimen page(s).
- ***For applications lacking a drawing page (generally these will be informal), you may select any page as the drawing page in order to complete processing through scanning.***