



REQUEST TO USE THE IDENTIFYING TRADEMARKS OF
THE UNIVERSITY OF TEXAS AT AUSTIN AND McCOMBS SCHOOL OF BUSINESS

Permission is required to use the identifying trademarks of the university, which include but are not limited to: The University of Texas at Austin endorsed word mark, the interlocking UT Austin logo, the longhorn silhouette, the word "Texas," McCombs official logos, the word "McCombs" or any variation of the school name.

For promotional items, submit this form to an approved, licensed printer (link to url to download .pdf). The vendor must provide a full (front and back) drawing showing placement of official logos and other artwork and text on the item. Send the form and the drawing to the McCombs Office of Communication, located in GSB 5.170. If your request is approved, we will submit the request to the UT Office of Trademarks Licensing on your behalf. You (or your vendor) may fax the form and design: McCombs Office of Communications, ATT: Gayle Hight, FAX 232-9167, PHONE 475-6423; e-mail : logorequest@mccombs.utexas.edu; deliver to GSB 5.170 or campus mail : Code B6000.

UT's Office of Trademarks Licensing will contact the vendor whether your request is approved, approved with changes, or denied. Your vendor will be in touch with you regarding the status. Please allow 8-10 business days for the approval process. If the item is approved with changes, the vendor will make the necessary changes and proceed with production. There is no need to go submit a revised drawing unless directed by the UT Office of Trademarks Licensing.

Date Submitted: _____ Date Received by McCombs Office of Communications: _____

Product: _____ Quantity: _____

Product will be: (check all that apply) Proceeds will be used for: (check one)

- Sold to general public
- Given to members only
- Sold to members only
- For faculty & staff _____
- For members of a dept. _____
- Educational programs
- Support of philanthropy
- Social events (description) _____

Other _____ Other _____

If Special Event: _____ Title of event _____ Date of event _____

Name of licensed screen printer (see attached list) _____
Contact: _____ Fax: _____
Phone: _____ E-mail: _____
Design #: _____

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Graphic showing proposed design must be attached.

Cost to you per unit: \$ _____ Product will be sold for: \$ _____

Please state product color: _____

Name of organization making request Person making request

Address Signature

City State Zip Day time phone

For McCombs Office of Communications Use Only:

Approved

Approved with changes:

Denied for following reason (s): _____

Signature Date

For Trademark Licensing Office Use Only:

Approved

Approved with changes: _____

Denied for following reason (s): _____

Royalty:

Due

Exempt

Signature Date