

## ***Instructions***

***(for IP's Invention Disclosure Document)***

1. Please complete all sections of this document that apply to your invention. You do not need to worry about the presentation and appearance at this point. The content provided is more important than neatness.
2. If applicable, provide sketches of your invention in the *Invention Drawings* section. They can be hand drawn and need not be drawn to scale. Next, assign numbers to the important parts of the invention shown in the drawings. The numbers may be helpful when filling out the *Invention Description* section.
3. Using the space provided in the *Invention Description* section, please describe in your own words and in complete sentences the nature and function of your invention. It will be helpful to refer to the numbers assigned to the drawings in step 2 when writing your description.

Note: Should the drawing and description space be insufficient, please feel free to photocopy these sections as required to complete your documentation of the invention. It is important for all pages to be numbered, signed, and dated by you and your witnesses.

4. If possible, have two persons act as witnesses who fully understand your invention. When practical, do not select family and relatives as your witnesses. If you are unable to locate suitable witnesses, you may use a Notary Public as another way to provide a witness to the date of your signature. However, the use of witnesses is preferred.
5. After you have completed this document to your satisfaction, make a photocopy of all original pages. Please send us, or another selected patent practitioner, the ***copy*** for evaluation. Keep the original in a safe place. IP will return all material that you supply to us - immediately upon your request to do so.

***If you have any questions, simply contact our office for assistance.***