

1. Name of applicant or insured: _____
2. Please indicate the percentage of the applicant's total operations from the following services, total must equal 100%:

SERVICE	PERCENTAGE OF OPERATIONS
Architectural drawing, house plans, landscape design	%
Book, magazine, newspaper or other publication	%
Coupons	%
Films or commercials	%
Medical charts or graphs	%
Package design	%
Promotions	%
Prototypes	%
Sweepstakes	%
Webpage design	%
Mobile applications	%
Digital advertising	%
Other (please describe): _____	%

3. Do the applicant's activities involve the design of logos or trademarks? ☐ Yes ☐ No
4. Does the applicant require the client to sign off or approve in writing each phase of the design and development process? ☐ Yes ☐ No
5. Does the applicant obtain releases for all content provided by third parties (if applicable)? ☐ Yes ☐ No
6. Does the applicant have a formal written intellectual property clearance procedure, including copyright and trademark searches? ☐ Yes ☐ No
7. Which of the following does the applicant implement:
 - a. Customer sign off on deliverables? ☐ Yes ☐ No
 - b. Contracts with indemnification clauses? ☐ Yes ☐ No
 - c. Formal change management procedures? ☐ Yes ☐ No
 - d. Legal review of contracts? ☐ Yes ☐ No
8. Does the applicant have a process in place to screen materials for any potential violations of another party's copyrights, trademarks or other intellectual property rights? ☐ Yes ☐ No
9. Does the applicant have a process in place to screen materials for potential libel, slander or advertising injury? ☐ Yes ☐ No



SIGNATURE IN FULL: _____ DATE: _____

PRINT NAME: _____

ALL QUESTIONS MUST BE ANSWERED AND THE APPLICATION MUST BE SIGNED AND DATED

Agency Name and Address: _____

Person Submitting Application: _____

Telephone Number: _____ Email: _____