

“Do-It-Yourself” Route

- 1 Read through the Help Sheets from the Intellectual Property Office (IPO). These will give you an idea of what needs to go into a Patent Application. They will also help you to decide whether or not your idea is patentable.

- 2 Make Drawings that describe your invention. These can be relatively rough at this stage, drawn with pen and pencil if preferred. Follow the directions on the “Drawings” Help Sheet.

- 3 Now describe your invention by reference to the Drawings. In your description, refer to the reference numerals you have used on the Drawings. Follow the directions on the “Description” Help Sheet.

- 4 Using my template, or the IPO Help Sheets, begin drafting your patent application. While you are doing this, think of a sentence that summarises your invention. This sentence can be used at the beginning of the Description and in the Abstract.

- 5 This sentence will also be the basis of your Claim. Using the “Claims” Help Sheet, put this sentence into a suitable form. The Examiner will (eventually) use this as the basis for his searches.

- 6 Fill in Form 1 with your details. At this stage you need not send any fees. Post it with your application to the UK IPO or file it online (www.ipo.gov.uk). You will receive a filing receipt within a few days.

“Assisted” Route

- 1 Follow steps 1 – 4 above, and optionally step 5 if you wish. Read through my Terms & Conditions. Read through the enclosed NDA and sign (this is optional).

- 2 Fill in your details on page 3 of my Terms & Conditions. Post the completed page 3, your draft application, and one copy of the NDA to me.

- 3 I will check through it for completeness; if it isn’t complete, I will report back to you. If it is complete, I will draft the main claim (if you haven’t done so). I will then file the application, and report back to you.

Either way, you will have a patent application covering your invention for minimal cost!

There are some pitfalls associated with the “Do-it-Yourself” and the “Assisted” route, which you can read about here: <http://www.patent-services.co.uk/patent-pitfalls.htm>.

These may be avoided to varying degrees by availing yourself of one of my other services, which are described here: http://www.patent-services.co.uk/uk_patent_application.htm.

The basis of a UK patent application is a legal document called a specification. Its contents determine whether a patent can be granted. You would be well advised to seek professional assistance when preparing your patent application. A patent specification includes:

- a full description of your invention, plus any drawings referred to
- one or more claims.

This factsheet tells you about the description. An example is shown overleaf. Other factsheets in this series explain how to prepare **claims**, **drawings**, and an **abstract** (which is another essential part of an application).

Description

Content

The description must explain your invention **fully** at the time of filing because information cannot be added later. A patent **will not** be granted if your description does not contain sufficient information to enable others to construct or perform your invention.

Your description should begin with a **short title** which indicates the general subject of your invention. The title should **not** include the inventor's name, a trade mark or other fictitious name, or the word "patent" or "etc". Also it should **not** give away the essential details of your invention.

A typical description begins by setting out the **background** of the invention and often then explains a particular **problem** that your invention **solves**, and what it **does**.

It may then summarise the essential features of your invention, and some important but not essential features.

This is then followed by an **introduction to the drawings** (if any), indicating in a few words what each drawing illustrates.

The rest of the description describes (with more detailed reference to any drawings), one or more **particular examples** of how the invention may be performed.

Page 2 of the example overleaf contains a **detailed** outline of the invention. Do not feel that you have to limit this part of the description. Most detailed descriptions will need to extend to **several** pages.

Important features are indicated in the drawings using **reference numbers**. These numbers are then used in the description to refer to those features.

The same reference number should always be used to refer to the same feature.

Do not include text that is not directly concerned with your invention.

Style and presentation

The description **should** be in English or Welsh. The Office will provide a translation of any material filed in Welsh. Type (or print) the pages of your description on **one** side only of separate sheets of white A4 paper.

Leave **margins** of at least 2.0cm.

Join the pages together with a paper clip or bulldog clip at the top centre of the pages. Please do **not** join the pages by stapling.

Number the pages of text in order, e.g. 1, 2, 3, 4, at the top of each page (but below the margin) in the middle of the page.

Description: Typical Example

<p>Bicycle Stabiliser</p> <p>This invention relates to a device for stabilising a child's bicycle.</p> <p>When children are learning how to ride a bicycle, an additional pair of stabilising wheels are often fitted either side of the bicycle's rear wheel to prevent toppling of the bicycle.</p> <p>However, the use of conventional stabilisers can lead to a number of difficulties. If a rigid stabilising unit is fitted to a bicycle, the rider can become reliant on the unit and will not learn how to balance the bicycle using their own body weight. Furthermore, on uneven ground there is a risk that the bicycle will become immobilised if the rear bicycle wheel loses contact with the ground, or that the stabilising unit will cause jolting of the bicycle. To overcome these problems, the present invention proposes a bicycle stabilising unit with attachment means for attaching the unit to a bicycle, a ground-engaging wheel which can freely rotate about an axis, and cushioning means such that the axis of the wheel can be displaced relative to the attachment means.</p> <p>The cushioning means is preferably provided by a damped suspension strut, although the cushioning means may also be provided by other means, such as a torsion bar or spring.</p> <p>The cushioning means may be adjustable so that the degree of cushioning can be modified to suit the terrain and the rider's ability.</p> <p>The stabilising unit may be retractable so that the ground-engaging wheel may be stored in a non-ground-engaging position.</p> <p>The invention will now be described solely by way of example and with reference to the accompanying drawings in which:</p> <p>Figure 1 shows a pair of stabilising units, one fitted either side of the rear wheel of a bicycle,</p> <p>Figure 2 shows a stabilising unit with an alternative cushioning mechanism,</p> <p>Figure 3 shows a stabilising unit with another cushioning arrangement.</p>	<p>1</p>
--	----------

Page numbering

Title providing an indication of the invention

Introduction and background to the invention

Summary of the invention, also known as a 'statement of invention'

Optional features

Introduction to the detailed description

List of figures

<p>2</p>	<p>Detailed description of an example of your invention</p> <p>In figure 1, a stabilising unit 1 includes a vertical number 2 which is attached to the side of a bicycle by mounting bolts 3, 4. The lower end of the vertical number is freely hinged to a substantially horizontal number 5 which carries a ground-engaging wheel 6. The wheel may be solid or may have an inflatable tyre. A strut 7 with a sprung shock-absorbing unit 8 is connected between the vertical and horizontal members, and this allows vertical displacement of the ground-engaging wheel in order to cushion impacts from an uneven road surface.</p> <p>If two stabilising units are fitted, one either side of the bicycle's rear wheel, then the rider will feel supported but will also develop confidence in leaning the bicycle over when negotiating a bend. The degree of cushioning can be varied by adjusting the compression of the shock-absorbing unit, using conventional adjusting means such as a screw-threaded end-stop.</p> <p>The shock-absorbing strut 7 may be permanently attached to the vertical and horizontal numbers 2, 5 for instance using welded connections. Alternatively, the shock-absorbing strut may be easily detachable from one or both numbers, for instance by using a quick-release mechanism, allowing the ground-engaging wheel and the horizontal number to be folded away if the rider is confident enough to travel without the assistance of the stabilising unit.</p> <p>Figure 2 shows an alternative embodiment in which the vertical and horizontal numbers 2 and 5 are rigidly attached to each other, for instance by using a rigid strut 9. The cushioning means is provided by mounting the ground-engaging wheel 6 in a sprung housing 10 on the outer end of horizontal number 5. The ground-engaging wheel is therefore vertically displaceable relative to the rest of the stabilising unit.</p> <p>Figure 3 shows a further alternative embodiment in which the vertical and horizontal numbers 2 and 5 are connected via a hinge which includes a torsion spring 11. The torsion spring allows the horizontal number to rotate through a limited angle range.</p>
----------	---

Detailed description of an example of your invention

Reference numerals are used to indicate any illustrated features

Enquiries: You can contact the UK Intellectual Property Office on: 08459 500505 (local call rate) or Minicom for the hard of hearing: 08459 222250. Alternatively visit our website at www.ipo.gov.uk.

We are keen to help all our customers as much as possible, but regret that we cannot assist with the commercial exploitation of your invention. This factsheet is not intended to be a comprehensive guide and necessarily omits details which may be relevant in particular circumstances.

The basis of a UK patent application is a legal document called a specification. Its contents determine whether a patent can be granted. You would be well advised to seek professional assistance when preparing your patent application. A patent specification includes:

- a full description of your invention, plus any drawings referred to
- one or more claims.

This factsheet tells you about the claims. An example is shown overleaf. Other factsheets in this series explain how to prepare a **description**, **drawings**, and an **abstract** (which is another essential part of an application).

Claims

Content

A claim is a **precise** statement of the invention that you want to protect.

Your first claim must define the invention by setting out its **distinctive technical features**. These are the features which distinguish your invention from what is already known within the same or similar field.

Your first claim should only include the essential features of your invention and you should avoid using terms that are too restrictive in meaning. For example, if the invention which you have described uses a hook on which to hang coats, you should not necessarily call it a hook in your claim. Instead, consider whether you should call it simply “a support for clothes”.

Subsidiary features may be set out in “dependent claims”: these refer to one or more previous claims (as shown in the example claims 2-6 overleaf).

A claim should not contain any statements relating to commercial or other advantages or other non-technical aspects; e.g. claims of the type “I claim that my invention is novel” or “I claim £250 for my clothes stand” or “I claim to be the inventor of this clothes stand” or “I claim that my clothes stand will make it easier to get access to the clothes” will not be accepted.

Do not use a full stop in the middle of any claim as this would make it unclear.

Do not put anything in your claims which you have not already referred to in your description. **The claims must be fully supported by the description.**

The UK Intellectual Property Office will conduct a search on your application based upon the invention defined in your claims. If your claims aren't well written or thought out, the results of our search may not be as helpful as they could be. **Your application cannot be ‘searched’ if it has no claims.**

Drafting commercially successful claims is not easy. If you are in any doubt about the effectiveness of your claims, consult a patent attorney.

At the substantive examination stage the claims will be **assessed** to determine whether the invention is new and inventive. If necessary, you will then be given the opportunity to **amend** your claims.

Style and presentation

Type (or print) the claim(s) on **one side only** of separate sheets of white A4 paper.

Begin your claims on a separate sheet of paper, preferably headed “**CLAIMS**”. If you decide to write more than one claim, **number** them in order beginning with claim 1.

Number the pages of claims in order, to follow on from the pages of the description (for example, if your last descriptive page is numbered 2, your first claim page will be numbered 3).

Leave **margins** of 2.0cm.

Join the pages together with a paper clip or bulldog clip at the top centre of the pages. Please do **not** join the pages by stapling.

The claims should be in English or Welsh. (The Office will provide a translation of any material filed in Welsh).

IMPORTANT: You will need to file your claims at the UK Intellectual Property Office within 12 months of your filing date (where no claim to priority is made).

Claims: Typical example

Page(s) are numbered to follow on after the pages of the description

Use A4 paper

Preferred heading for your claims

Broadest claim - include only the essential features. The claims must relate to technical features of your invention.

Dependent claims relating to subsidiary features (these claims are optional)

3

Claims

1. A bicycle stabilising unit comprising attachment means for attaching the unit to a bicycle, a ground-engaging wheel which can freely rotate about an axis, and cushioning means such that the axis of the wheel can be displaced relative to the attachment means.
2. A bicycle stabilising unit according to claim 1, in which the cushioning means is provided by a damped suspension strut.
3. A bicycle stabilising unit according to claim 1, in which the cushioning means is provided by a housing which supports the ground-engaging wheel, the housing including at least one slot which allows linear displacement of the wheel, perpendicular to its axis, the housing also having at least one spring which controls the displacement of the wheel.
4. A bicycle stabilising unit according to claim 1, in which the cushioning means is provided by a torsion bar or torsion spring.
5. A bicycle stabilising unit according to any of the preceding claims, in which the cushioning means is adjustable so that the degree of cushioning can be varied.
6. A bicycle stabilising unit according to claim 2, in which the damped suspension strut is detachable so that the ground-engaging wheel is stored in a non-ground-engaging position.

Enquiries: You can contact the UK Intellectual Property Office on: 08459 500505 (local call rate) or Minicom for the hard of hearing: 08459 222250. Alternatively visit our website at www.ipo.gov.uk

We are keen to help all our customers as much as possible, but regret that we cannot assist with the commercial exploitation of your invention. This factsheet is not intended to be a comprehensive guide and necessarily omits details which may be relevant in particular circumstances.

Patent Factsheets: Abstract

The basis of a UK patent application is a legal document called a specification. Its contents determine whether a patent can be granted. You would be well advised to seek professional assistance when preparing your patent application. A patent specification includes:

- a full description of your invention, plus any drawings referred to
- one or more claims.

This factsheet tells you about the abstract. An example is shown overleaf. Other factsheets in this series explain how to prepare a **description**, **drawings**, and **claims**.

Abstract

Content

An abstract is a brief **summary** of your invention, and should include all of the most **important technical features** of your invention. It is useful to both the UK Intellectual Property Office and to the public searching in the particular technical field of the application.

The abstract should indicate the technical field to which the invention belongs and be drafted in a manner which allows a clear understanding of the technical problem to be solved and the solution to that problem, namely your invention.

The abstract should have a **title**, which may be the same as the title of your description. The title should be brief, specific and reflect the nature of the invention. **Do not** include expressions such as “improvements in or relating to” or “and the like”.

Start your abstract with the most important **essential technical features** of your invention. You may then wish to refer to some of the **non-essential features** you have mentioned in the description.

If your specification includes drawings, you should **suggest** in writing, below the abstract, which **figure** you think goes best with the abstract to illustrate your invention. **Do not** provide a separate drawing specially for the abstract.

If a feature from the figure you suggest is mentioned in your abstract, the **reference number** for that feature should be given in the abstract as well.

Style and presentation

Head your abstract page ‘ABSTRACT’.

You should type or print the abstract on **one side only** of a separate sheet of white A4 paper using no more than **150 words**.

Leave **margins** of at least 2.0cm.

The UK Intellectual Property Office may edit your abstract.

The abstract should be in English or Welsh. (The Office will provide a translation of any material filed in Welsh).

IMPORTANT: You must file your abstract within 12 months of your filing date (where no claim to priority is made).

Abstract: Typical example

Page numbered to follow on
after the claim page(s)

Use A4 paper

Head the page
'ABSTRACT'

Title

A summary of your
invention (maximum of
150 words)

Suggest a figure from
your drawing sheets

4

Abstract

Bicycle stabilising unit

A bicycle stabilising unit 1 includes attachment means 3,4 for attaching the unit to a bicycle, a ground engaging wheel 6 which can freely rotate about an axis, and cushioning means 7,8 such that the axis of the wheel can be displaced relative to the attachment means.

Figure 1 to accompany abstract

Enquiries: You can contact the UK Intellectual Property Office on: 08459 500505 (local call rate) or Minicom for the hard of hearing: 08459 222250. Alternatively visit our website at www.ipo.gov.uk

We are keen to help all our customers as much as possible, but regret that we cannot assist with the commercial exploitation of your invention. This factsheet is not intended to be a comprehensive guide and necessarily omits details which may be relevant in particular circumstances.

Patent Factsheets: Drawings

The basis of a UK patent application is a legal document called a specification. Its contents determine whether a patent can be granted. You would be well advised to seek professional assistance when preparing your patent application. A patent specification includes:

- a full description of your invention, plus any drawings referred to
- one or more claims.

This factsheet tells you about the drawings. An example is shown overleaf. Other factsheets in this series explain how to prepare a **description**, **claims**, and an **abstract** (which is another essential part of an application).

Drawings

Content

An application should preferably include a set of good-quality drawings which illustrate one or more embodiments of your invention. The drawings may, for example, illustrate different views of your product, or provide a flow chart of the steps taken to perform your method.

The drawings offer valuable **support** for the invention that is described and claimed in your application. It is therefore important that you illustrate all examples of your invention.

You should consider illustrating the invention from a number of different angles and, if appropriate, use cross-sectional views. You should also include figures of any important features that would be hidden in use.

Style and presentation

Your drawings must consist of black, well defined lines so that good quality photocopies may be made of them (see overleaf for an example).

You may have more than one drawing sheet. Each drawing sheet may contain several figures. If you have more than one figure on a page, **label each figure** clearly as 'Figure 1', 'Figure 2' and so on.

Number the drawing sheets in order at the top middle (but not in the top margin), preferably also indicating the total number of sheets of drawings. If you have one sheet, number it as '1/1'; if you have, for example, three sheets of drawings, then number them as '1/3', '2/3', '3/3'.

Specific features are indicated in the drawings using **reference numbers** and/or letters, joined to the corresponding feature by means of a clear, continuous line. These references are then used in the description to refer to those features.

The same reference number or letter **must** refer to the same feature in all figures that show it.

Each reference number or letter must be at least 0.3cm high.

Prepare your drawings on **one side only** of separate sheets of white A4 paper. Leave **margins** of at least 2.0cm at the top and left-hand side, and 1.5cm on the right-hand side and 1.0cm at the bottom.

Any essential words (e.g. 'plan', 'elevation') must be in **English or Welsh**. (The Office will provide a translation of any material filed in Welsh).

Do not use coloured or lined paper or coloured inks or pencil.

Do not draw a frame to indicate the margins.

Do not put anything in the margins or use 'engineering' borders.

Do not write descriptive text in the drawings.

Do not use excessive shading.

Do not fold your drawings.

Do not submit 'engineering'-type drawings showing materials and/or dimensions; these are not normally suitable for use with patent specifications.

Drawings: Typical example

Use A4 paper

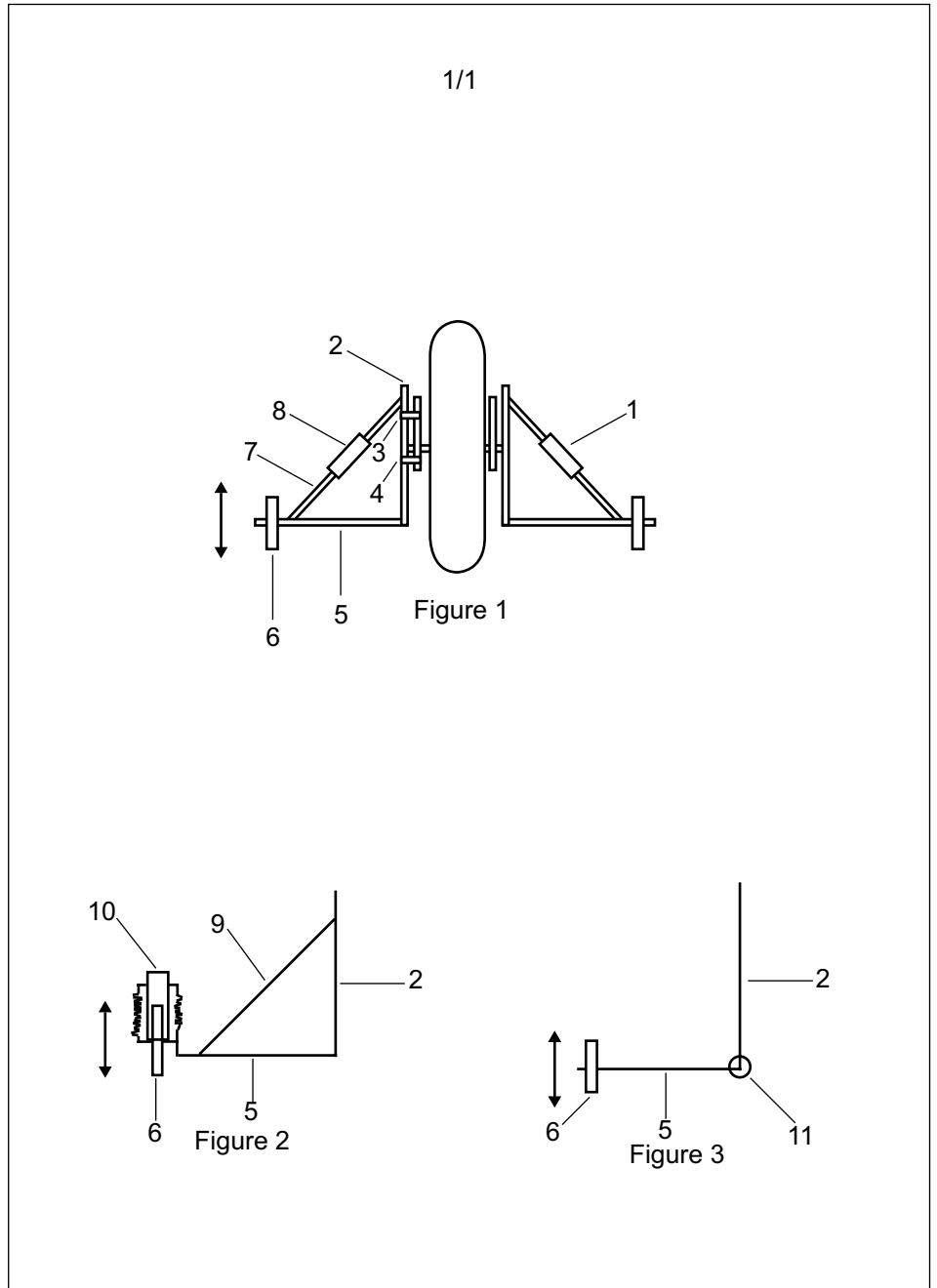
Note sheet numbering

All reference numbers and letters must be at least 0.3cm high

Note figure numbering

Note that the same reference numbers are used for the same features in all three figures

Note that the margins are free of drawings and text



Enquiries: You can contact the UK Intellectual Property Office on: 08459 500505 (local call rate) or Minicom for the hard of hearing: 08459 222250. Alternatively visit our website at www.ipo.gov.uk

We are keen to help all our customers as much as possible, but regret that we cannot assist with the commercial exploitation of your invention. This factsheet is not intended to be a comprehensive guide and necessarily omits details which may be relevant in particular circumstances.

TITLE

The Title should be short and give an idea of the general subject of your invention. Don't include the inventor's name, a trademark or other fictitious name or made-up name, or the word "patent" or "etc". The Title is included in the Patent Office Register, so also it is important for the title to not give away the essential details of your invention!

Field of Invention

Here you should come up with a single sentence that states the general field your invention is part of. For example:

10 *This invention relates generally to electric motors, and more especially to stepper motors.*

Background of the Invention

Here you write about the general background of the invention to give your invention a context. So explain a particular problem, and write about how other people have approached the problem. If you know of other published patents or scientific articles, refer to these in this section. And if you can gently point out the shortcomings these prior attempts, so much the better. Finally, explain again the problem that your invention solves.

Disclosure of Invention

20 In this section summarise the essential features of your invention. If your invention is a device, the description should focus on the physical aspects of your invention. If it is a method or a process, the description should focus on what it does. Summarise also some important but not essential features.

Brief Description of Drawings

This is usually something like:

For a more complete explanation of the present invention and the technical advantages thereof, reference is now made to the following description and the accompanying drawing in which:

30 *Figure 1 shows a schematic representation of a stepper motor of the present invention.*

Best Mode for Carrying Out the Invention

Embodiments of the present invention and their technical advantages may be better understood by referring to Figure 1.

5 This is where you put in a detailed description of each drawing. Typically the first drawing is the most general and the most schematic, describing in general and broad terms what your invention is.

Then further drawings explain particular examples of the invention, with more detailed reference to any drawings, and how the invention may be performed.

10 The description is the most important part of the disclosure; you need to explain in sufficient detail so that a skilled colleague in your field could build or do your invention. And you need to write it alongside clear diagrams, almost like a set of instructions. Indicate important features in the drawings using reference numbers, and then use these in the description to refer to those features. It's important that the same reference number
15 should always be used to refer to the same feature.

It doesn't matter if this takes up many pages with many drawings. In fact, the more you can include, the better. However, do not include text that is not directly concerned with your invention!

Claims

These are the precise statement, of your invention, and what is written here defines what protection you will get if your patent is granted.

5 The first claim must define the invention by setting out its distinctive technical features. These are the features which distinguish your invention from what is already known within the same or similar field.

Your first claim should only include the essential features of your invention and you should avoid using terms that are too restrictive in meaning.

10 Subsidiary features may be set out in "dependent claims": these refer back to your first claim.

You can't put anything in your claims which you have not already referred to in your description, and whatever goes in the claims has to be fully supported by the description.

Have a go at these just for fun; I'll check and improve them before filing.

15

ABSTRACT

This brief summary of your invention should include all of the most important technical features of your invention and should also indicate the technical field (see above). Draft this so that both the technical problem to be solved is clear, and that your solution to that problem, is clear. Best start your abstract with the most important essential technical features of your invention, but also include some of the nonessential features you have mentioned in the description.

Figure 1

The drawings, of good quality, should illustrate one or more aspects of your invention. Typically, the drawings will illustrate different views of your product, or provide a flow chart of the steps taken to perform your method.

Because the drawings go hand-in-hand with the description and support the arguments you are making for your invention, you should consider illustrating the invention from a number of different angles and, if appropriate, use cross-sectional views. You should also include figures of any important features that would be hidden in use.

When you do the drawings, make sure the lines are black and well defined (so that they may be photocopied). Have as many as you like on a single sheet but make sure you label each one as 'Figure 1', 'Figure 2' etc.

As mentioned above indicate specific features in the drawings using reference numbers and/or letters, and join them to the corresponding feature using a clear, continuous line, preferably a little thinner than the ones in the drawing itself. Each reference number or letter must be at least 0.3cm high, which is about 10 point.

There's a list of don'ts in the UKPO factsheets:

- Do not use coloured or lined paper or coloured inks or pencil.
- Do not draw a frame to indicate the margins.
- Do not put anything in the margins or use 'engineering' borders.
- Do not write descriptive text in the drawings.
- Do not use excessive shading.
- Do not fold your drawings.
- Do not submit 'engineering'-type drawings showing materials and/or dimensions; these are not normally suitable for use with patent specifications.



Patents Form 1

Patents Act 1977 (*Rule 12*)

Request for grant of a patent

(An explanatory leaflet on how to fill in this form is available from the Office)

Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

Application number GB

1. Your reference:
(optional)

2. Full name, address and postcode of the applicant
or of each applicant (*underline all surnames*):

Patents ADP number (*if you know it*):

3. Title of the invention:

4. Name of your agent (*if you have one*):

“Address for service” to which all correspondence
should be sent. This may be in the European
Economic area or Channel Islands
(see warning note below)
(including the postcode)

Patents ADP number (*if you know it*):

	Country	Application number (<i>if you know it</i>)		Date of filing (<i>day / month / year</i>)
5. Priority declaration: Are you claiming priority from one or more earlier-filed patent applications? If so, please give details of the application(s):				

		Date of filing (<i>day / month / year</i>)
6. Divisionals etc: Is this application a divisional application, or being made following resolution of an entitlement dispute about an earlier application? If so, please give the application number and filing date of the earlier application:	Number of earlier UK application	

	(Please tick the appropriate boxes)	
7. Inventorship: (Inventors must be individuals not companies)		
Are all the applicants named above also inventors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, are there any other inventors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

8. Are you paying the application fee with this form?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	------------------------------	-----------------------------

Patents Form 1

9. Accompanying documents:
please enter the number of pages
of each item accompanying this form:

Continuation sheets of this form:

Description:

Claim(s):

Abstract:

Drawing(s):

If you are not filing a description, please
give details of the previous application
you are going to rely upon:

Country

Application number

Date of filing
(day / month / year)

-
10. If you are also filing any of the following,
state how many against each item.

Priority documents:

Statement of inventorship and right
to grant of a patent (Patents Form 7):

Request for search (Patents Form 9A):

Request for substantive examination
(Patents Form 10):

Any other documents:
(please specify)

-
11. I/We request the grant of a patent on the basis of this application.

Signature(s):

Date:

-
12. Name, e-mail address, telephone,
fax and/or mobile number, if any,
of a contact point for the applicant:

Warning

After an application for a patent has been filed, the Comptroller will consider whether publication or communication of the invention should be prohibited or restricted under section 22 of the Patents Act 1977. You will be informed if it is necessary to prohibit or restrict your invention in this way. Furthermore, if you are resident in the United Kingdom and your application contains information which relates to military technology, or would be prejudicial to national security or the safety of the public, section 23 of the Patents Act 1977 prohibits you from applying for a patent abroad without first getting written permission from the Office unless an application has been filed at least 6 weeks beforehand in the United Kingdom for a patent for the same invention and either no direction prohibiting publication or communication has been given, or any such direction has been revoked. Until such time or until the revocation of any direction, for any such application the address for service referred to at part 4 above must be in the United Kingdom. Although you may have an address for service in the Channel Islands, any agent instructed to act for you must reside or have a place of business in the European Economic Area or Isle of Man.

Notes

A leaflet on how to fill in this form is available from the Office. If you would like a copy of the leaflet it is available on our website at <http://www.ipo.gov.uk/patent/info/fact01.pdf> or alternatively you could telephone 08459 500505 or send an email to enquiries@ipo.gov.uk to request a copy.

Patent Services Terms and Conditions

Confidentiality

I undertake to keep all the information you send me confidential, and will return the material you send me when requested, or when our partnership comes to an end.

Scope of 'Free' service

This is to get you started, so I only offer it to those inventors motivated enough to do a reasonable job of providing all the relevant information in the template document.

I only offer the service to those with a relatively simple invention that can be adequately described in 15 - 20 pages.

If I receive material outside these limits, I will get back to you and let you know what the cost of filing a provisional will be.

What happens after filing

When I file the invention on your behalf, you have two options:

Option A: I enter your name and contact details for all subsequent communication with the Patent Office. This means that they will send you the Filing Receipt, and a subsequent letter detailing the steps you will have to take to prosecute your invention. If you choose this option, then I will return all the materials you have sent to me after I have made the filing, and you are free to take the application forward on your own or with your own Patent Agent.

Option B: I appoint myself as your representative, and will send copies of all correspondences received from the Patent Office on to you. I will also retain your confidential information. This way, when it comes round to filing further improvements to your invention, or to filing the full application a year after filing the provisional application, you can easily call again on my services.

Send page 3 below, and the copy of the description of the invention, to:

Dr Stuart Harbron
44 Swing Gate Lane
BERKHAMSTED
Hertfordshire
HP4 2LL

Or fax to: +44 1442 311343

Or email to: stuart.harbron@patent-services.co.uk

If you have any questions, contact me via email, or telephone +44 1442 384084

Your details

Full name, address and
postcode of the applicant
or of each applicant
(underline all surnames):

--

If the applicant is a
corporate body, give the
country/state of its
incorporation:

--

Inventorship:

(Please tick the
appropriate boxes)

(Inventors must be
individuals not
companies)

Are all the
applicants named
above also inventors?

YES

NO

If yes, are there any
other inventors?

YES

NO

Option A

Option B

Post-filing:

If you chose option A then also complete the following:

I/We request the grant of
a patent on the basis of
this application.

--	--

Signature(s) :

Date:

Name, e-mail address,
telephone, fax and/or
mobile number, if any, of
a contact point for the
applicant:

--