

This worksheet with clickable [more info](http://www.ottawapatentagency.com/worksheet.pdf) links can be downloaded from <http://www.ottawapatentagency.com/worksheet.pdf>

OTTAWA PATENT AGENCY INCORPORATED

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Patent Application Worksheet

Overview of Procedural Steps for Drafting and Filing a Patent Application

Completing the worksheet gives us the information to provide you with informed advice about your chances to obtain a patent for the invention. We provide you with initial consultations free of charge and free of any obligations. Please be advised that we must keep your information confidential [more info](#)

You submit the info, you will get free initial consultations

If the invention appears to be patentable, we will also provide you with a cost estimate for drafting and filing the patent application. If the cost estimate is acceptable to you, we will send you a Letter of Engagement (simple contract) and request a retainer.

Cost estimate

You have engaged us ONLY AFTER we have received a signed copy of the Letter of Engagement AND the retainer.

Billable agent-client relationship covered by retainer

After the patent application has been filed, we will invoice you the post-filing balance. An estimate of the post-filing balance has been provided in the Letter of Engagement.

Post-filing invoice



Our 'No Surprises' Policy

Our 'retainer + post-filing balance' policy provides you, the client, with a high degree of certainty up front prior to engaging us, about the total cost for drafting and filing the patent application.

We follow the same 'No Surprises' policy in everything we do.



Peter Kwa

*United States and Canadian Patent Agent, Notary Public
Professional Engineer, Inventor with 11 granted patents
President, Ottawa Patent Agency Incorporated*

Inventor Section

Inventor #1

Full legal name

Citizenship

Mailing address

Telephone number

email address

Inventor #2

Full legal name

Citizenship

Mailing address

Telephone number

email address

Use the 'Comments Section' at the end of this worksheet if there are more than 2 inventors, and also to indicate anything that may impact your patent rights, such as one or more of the inventors being a public servant.

Company Section

Is the patent, if granted, to be owned by the company employing the inventor(s)? [more info](#)

Yes, complete this section

No, skip this section

Company

Full legal name

Mailing address

Authorized signing officer

Full legal name

Function/Title

Citizenship

Telephone number

email address

Use the 'Comments Section' at the end of this worksheet for anything that may impact your patent rights such any agreements or obligations to license.

Invention Section

Title of the invention

Give an overall description of the invention. Submit any additional drawings, photos, etc to fully describe the invention, see the instructions on how to upload, mail, fax, or email at the end of the worksheet.

What problem does the invention solve?

How does the invention solve the problem? What feature(s) makes the invention different from, or superior to, known solutions for solving the problem?

Public Disclosure Section

Has the invention been disclosed to the public? [more info](#)

Yes, complete this section

No, skip this section

Date of earliest public disclosure

What has been disclosed to whom on that date?

Patent Application Section

In which countries do you want to file a patent application? [more info](#)

Do you want to file a US Provisional? [more info](#) **Yes** **No**

Do you want to file a PCT? [more info](#) **Yes** **No**

Comments Section

Use this section for the particulars of a third and further inventors, for indicating that one or more of the inventor(s) is a public servant, or any agreements or obligations to license, and anything else that may impact your patent rights.

Save the worksheet on your hard disk and [upload](#) the completed worksheet and any additional files, drawings, etc. You can also mail, fax, or email the completed worksheet and any additional files, drawings, etc as per our letterhead duplicated below.

Please allow 2 business days for us to respond to the inquiry, thank you!

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