

Quick Technologies, Inc.

Trademark Usage Guidelines

Introduction

Quick Technologies Inc.'s ("QTI") trademarks, service marks, logos, and brands (collectively referred to as the "Trademarks") are QTI's intellectual property and are important and valuable assets of the company. QTI requires that its trademarks be used properly in accordance with these guidelines. Please note that these guidelines do not grant any party the right to use the Trademarks. Any use of the Trademarks shall be pursuant to an express trademark license between QTI and such party. Should you have any questions regarding these guidelines, please let us know.

The Trademarks

The Trademarks include all of the various names for QTI's products and services, including without limitation SAGE®, the SAGE logo, SAGE Information System®, Quick Technologies Inc.®, the Quick Technologies Inc. logo, QTI®, SAGE Online™, SAGE CD™, SAGE WebExpress™, SAGE WebExpress Pro™, SAGE WebStore™, SAGE Company Store™, SAGE DataBook™, SAGE Showcase™, the SAGE Showcase logo, ArtworkZone™, the ArtworkZone logo, ShowLink™, the ShowLink logo, SAGE Sizzler™, R.O.I™, Best of the Best™, SAGE XML DataStream™, SAGE Signature Store™, SAGE Payment Processing™, the Verified by Supplier logo, SAGEim™, the SAGEim logo, SAGE Ordering Tracking™, the SAGE Order Tracking logo and any other trademark or service mark that is used to identify a QTI product or service.



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SAGE Tracking System
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Please note that SAGE and SAGE Information System are registered trademarks. Other Trademarks may become registered in the future. The ® symbol represents a registered trademark. The ™ symbol represents an unregistered trademark.

QTI Approval for Third Party Use

QTI must approve all third party use of a Trademark. Please fax, email, or mail us a copy of the third-party material that bears a Trademark, or provide the relevant URL for web-based documents, prior to any distribution or use of the material. Approval is generally prompt, but please allow at least three (3) business days for a response. Once a particular material is approved, you do not need to seek further approval for reproductions or distributions of the exact same material during a six (6) month period following approval.

Style Guidelines

Please adhere to the following style guidelines when using Trademarks:

1. In any headings, banners, or other prominent use of the Trademark, in a document, include the ® or ™ symbol (as appropriate) in superscript immediately following the Trademark. If there is no such use in a document, then use the ® or ™ symbol (as appropriate) the first time the mark is used in the text. Use of the symbol in the rest of the document is optional. However, such use is encouraged when appropriate. For multiple-page documents that can be easily separated in normal use (e.g., PowerPoint slides, etc.), each page should be treated as a separate document.
2. The capitalization of the Trademark should be maintained. For example, "Sage Online" or "SAGE online" is incorrect. "SAGE Online" is correct. All of the letters in "SAGE" should always be capitalized.
3. Do not (a) abbreviate a Trademark, (b) make a Trademark plural, or (c) combine a Trademark with other words using a hyphen (except when such hyphen is part of the Trademark itself).
4. When used in sentences, avoid using the Trademark as a noun. Trademarks should be used as adjectives whenever possible (e.g., the SAGE® products and services, the SAGE Online™ research tool, the SAGE Showcase™ traveling show, etc.)
5. Third party users shall not (a) incorporate Trademarks into their own product names, service names, trademarks, logos, or company names, (b) adopt marks or logos that are likely to cause confusion or that would tarnish or blur the distinctive nature of the Trademarks; (c) use the Trademarks in a manner that is misleading, defamatory, libelous, obscene or otherwise objectionable, in QTI's reasonable opinion; or (d) use the Trademarks in a manner that suggests an affiliation with or sponsorship by QTI that does not exist.

Please adhere to the following guidelines when using graphical Trademarks (collectively referred to below as “Logos”):

1. A Logo should always have a ® or ™ in the upper-right corner. The ® or ™ may be small, but must be clearly legible.
2. Logos may not be altered in any way except that (a) a color Logo may be changed to black and white, and (b) the size of the Logo may be adjusted as appropriate.
3. Logos should be positioned by themselves with “white space” separating the Logo from other logos or text. The “white space” should be equal to or more than the height of the Logo but in any event not less than ½”.
4. Logos should not be rotated, inversed, or otherwise manipulated without express written authorization by QTI.
5. Logos should not be smaller than 1” in with.

Notification of Inappropriate Use

QTI should be promptly notified of any inappropriate use of the Trademarks or possible infringement of the Trademarks by a third party.

Revision of These Guidelines

These Trademark Usage Guidelines may be revised by QTI at any time. Third party users of the Trademarks are required to comply with the most-recently-published version of these guidelines.