

Trademark Filing Prep Worksheet

Fillable Prep Worksheet — ClearLegalTips.com (2026)

Gather this information before you start the online process at the USPTO Trademark Center so you can finish the application in one sitting. Fill the blanks and tick the boxes as you complete each item.

The Mark

- ☐ Word mark (standard character — protects the words in any font; broadest coverage)
- ☐ Design / logo mark (protects a specific logo)

Exact mark text: _____

Class(es) — International Class number(s), 1 to

45: _____

Goods / services description (use pre-approved wording from the USPTO Trademark ID Manual to keep the base fee at \$350): _____

Filing Basis (Use)

- ☐ Already in use in commerce (use-based filing — specimen required now)
- ☐ Intent to use (reserves the mark; adds a later Statement of Use step and \$150-per-class fee)

Date of first use in commerce (use-based filings

only): _____

- ☐ Specimen showing real use prepared (product label, packaging, or live sales page — not a mock-up)

Owner (Chain of Title)

Owner name + entity type (the entity that owns the business — your LLC or corporation, not a founder's personal name): _____

Owner mailing address: _____

Owner email address: _____

- ☐ If a contractor designed the logo: IP assignment signed and rights transferred before filing

Clearance Search (Do This Before You Pay)

- ☐ Ran a knockout search in the USPTO trademark search system for identical and similar marks in your class and neighboring classes

- ☐ Ran a plain web, domain, and state business-name search
- ☐ Judged similarity by sound, appearance, meaning, and overlap of goods/services

Closest existing mark found (and why it does or does not conflict): _____

Budget (2026 USPTO Fee Schedule — effective January 18, 2025)

Item	Amount	How to avoid it
Base application (per class)	\$350	Unavoidable — budget per class
Free-form goods/services description	+\$200 per class	Pick wording from the Trademark ID Manual instead
Insufficient information	+\$100 per class	Complete every required field before submitting
Statement of Use (intent-to-use filings)	\$150 per class	Only applies if you file before you start selling
Filing service (optional)	\$0–\$300	Optional help
Attorney flat fee (optional)	~\$300–\$1,500 per class	Optional help

Estimated total government fee for my filing: _____

Notes

: _____

: _____

: _____

INSTRUCTIONS FOR USE

Gather this information before you start the online process so you can finish in one sitting. Fill the blanks and tick the boxes as you complete each item. This resource is provided by ClearLegalTips.com for general informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Consult a licensed attorney for advice specific to your situation.