

## COPYRIGHT CHECKLIST

Copyrightable Items:

brochures	books	pamphlets
drawings	illustrations	operating manuals
photographs	films, slides	computer programs

Title of Work	Created by Employee for others, written transfer?	Registered
_____	Yes / No      Yes / No Date _____	Yes / No Date _____
_____	Yes / No      Yes / No Date _____	Yes / No Date _____
_____	Yes / No      Yes / No Date _____	Yes / No Date _____
_____	Yes / No      Yes / No Date _____	Yes / No Date _____
_____	Yes / No      Yes / No Date _____	Yes / No Date _____

### IMPORTANT NOTES:

Mark all items with a copyright notice: "© ABC Co., 2008." The notice includes the name of the copyright owner and the year date of first publication. There is no requirement to register the work before you put a copyright notice on the work. The copyright notice may be included in a general proprietary notice:

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[note: trade secrets are not published and the copyright notice does not have a publication date.]

Kain & Associates, Attorneys at Law, P.A.  
Suite 100  
750 Southeast Third Avenue  
Ft. Lauderdale, Florida

[www.ComplexIP.com](http://www.ComplexIP.com)