



Trademark License Agreement

This form is for outside contractors preparing materials for Boise Cascade, for customers and suppliers with whom Boise Cascade has a business relationship and for third parties who wish to use Boise Cascade trademarks for any reason (“Requestor”).

Instructions for completing the Trademark License Agreement

1. Review all sections of the agreement.
2. The following sections require action by the Requestor.
 - a. Section 3.3 – Include a prepared example of the proposed usage when the signed agreement is submitted.
 - b. Section 12.0 – Mark the applicable check boxes to specify: logo name, format, and color scheme.
 - c. Section 12.1 – Provide the requested receipt date.
 - d. Section 13.0 – Describe the purpose and use of trademark(s) and/or logo(s) in as much detail as possible (i.e., for use on Internet site, slide presentations, brochures, and other promotional type items).
 - e. Section 14.0 – Provide Requestor information.
 - f. Section 15.0 – Select a method for submitting the Trademark License Agreement and any files associated with Section 3.3.
 - g. Section 16.0 – (Optional) Provide referral information.
3. The following documents should be provided to the Requestor.
 - a. Trademark License Agreement;
 - b. Trademark Guidelines;
 - c. Correct Usage; and
 - d. Graphic Standards

The Requestor should review the documents (a) – (d) above.

*ALL of these documents are located on the [Boise Cascade website](#) –

*Click on [Trademarks](#) at the bottom of the page to review.

4. Submit the Trademark License Agreement using the chosen method in Section 15.0.
5. The proposed trademark usage will be reviewed and the Requestor will be notified of approval via email. The Requestor’s completed information in Sections 13.0 and 14.0 along with a sample of proposed use, confirms the Requestor’s authorization to execute the Agreement on behalf of their Organization and comply with Boise Cascade’s Trademark License Agreement.
6. After the signed agreement has been received and approved the requested logo(s) will be provided to the Requestor.