

As a valued member of the trademark community, we invite you and the [committee name] committee to participate in a survey that helps us define, measure, and improve the legal quality and accuracy of office actions issued by our trademark examining attorneys.

As a participant, you'll review a first office action from a selected trademark application and then respond to a set of questions. The survey takes about one hour to complete.

Your feedback is an important tool for ensuring we provide the high-quality trademark examination services you need, and we greatly appreciate your time and insight.

## **Instructions**

1. Choose any application serial number from the attached list.
2. Use the [Trademark Status & Document Retrieval system](#) (TSDR) to locate the application.
3. Select the Documents tab and find the first office action in the document history.
4. Read the substance of the office action
5. Open and complete the survey based on review of the office action letter.

We're grateful if you can complete only a single first office action evaluation, but you are welcome to do as many as you like. For each additional evaluation, please choose a new serial number and start a new survey.

Thank you,

[Sender]