

A QUICK GUIDE TO DIGIPAT

1. EMAIL.

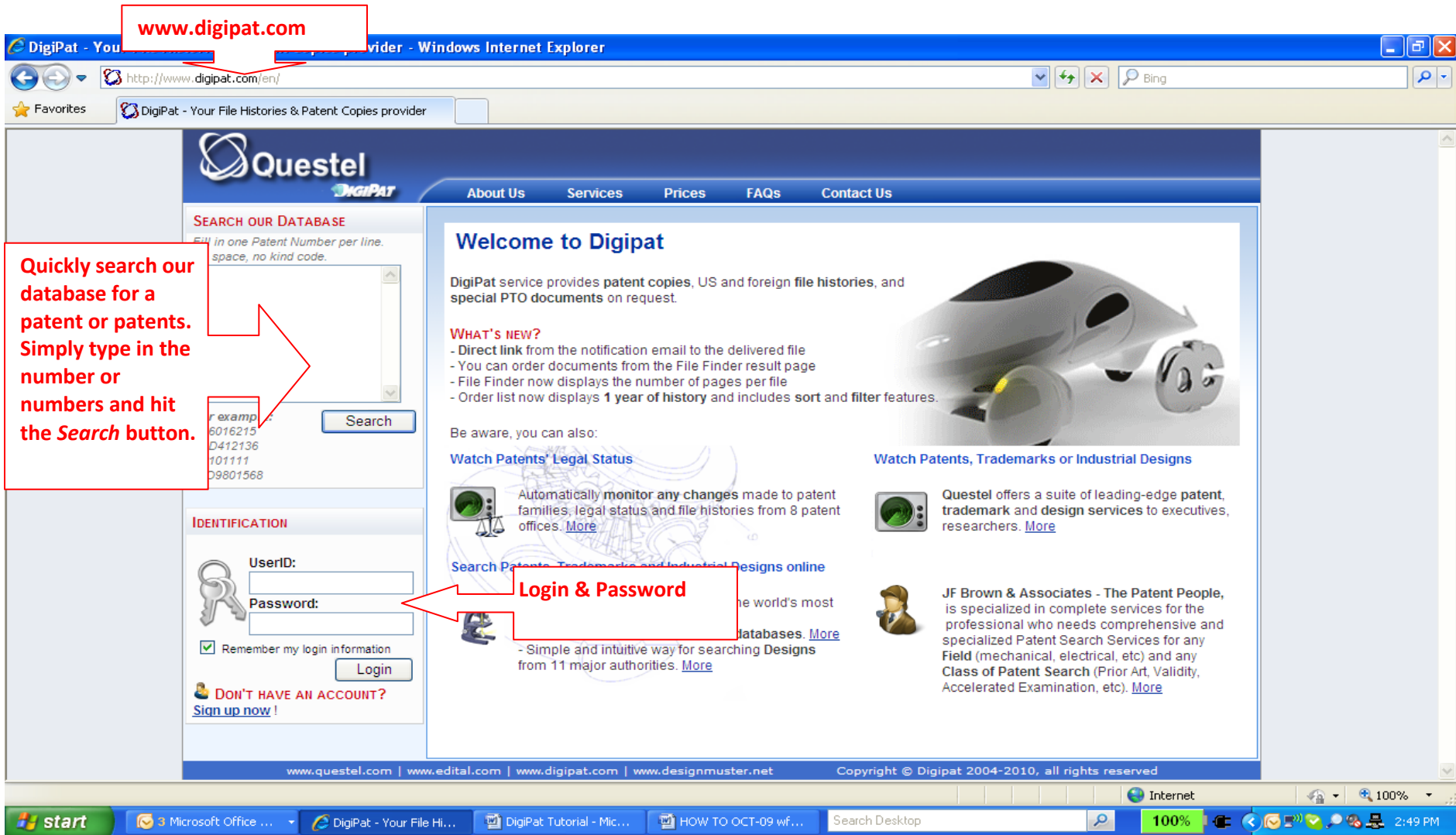
You may place orders by email to orders@digipat.com . Simply provide all relevant information regarding your order in the email.

2. WEBSITE

Please go to www.digipat.com and enter in your login and password. You can review pervious submitted orders, and/or enter in a new order directly from the Website. Please find a couple of slides that will help you navigate the order process.



If you do not have an account, please click on “Sign up now”, or contact us at 703.519.1820 and we will be happy set one up for you.



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Login & Password

Administration

- Order Search
- User Administration
- File Administration
- Price Management
- Create Customer List
- Invoice Batch
- Remove CD-Queue Files
- Reports

Queue management

- Order Queue
- Print Queue

Step 1 of 2 - Order Form

Company:

User:

Please enter at least one of the following:

Client:

Matter:

Reference:

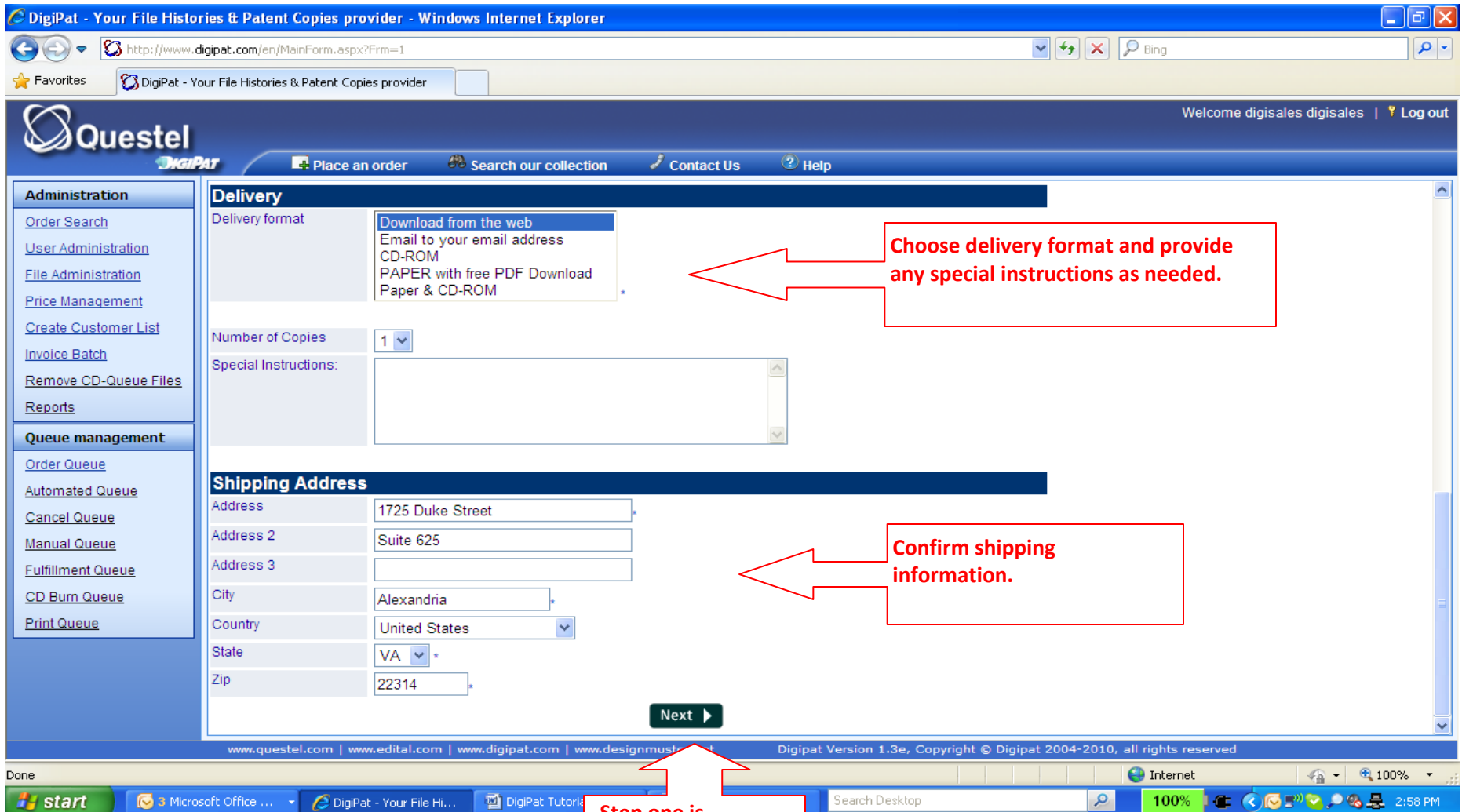
Document Type	Document	Advanced Options
<input checked="" type="radio"/> Patent/Published Application	Please enter each document number on a separate line. Example: US5154990 US20040014505 RE35290 (US reissue) D450132 (US design) EP637934 WO0112345	<input type="checkbox"/> Certified <input type="checkbox"/> Searchable PDF <input checked="" type="checkbox"/> With US References <input type="checkbox"/> With Foreign References <input type="checkbox"/> With NPL-Cited Publications <input type="checkbox"/> With Parent Files <input type="checkbox"/> With Child Files <input type="checkbox"/> Rush Order <input type="checkbox"/> With Bookmarks
<input type="radio"/> File History (Wrappers)		
<input type="radio"/> Trademark File History		
<input type="radio"/> Applications as Filed		
<input type="radio"/> Assignment Searches		
<input type="radio"/> Maintenance Fee Search		
<input type="radio"/> Trademark Registration		
<input type="radio"/> English Abstracts		
<input type="radio"/> Research & Development		

Choose your desired document type.

Add client, matter and/or reference information. At least one field is required before proceeding.

Add additional options as required.

Enter in record information. Multiple requests are permitted. See examples for format rules.



Delivery

Delivery format: (Dropdown menu options: Email to your email address, CD-ROM, PAPER with free PDF Download, Paper & CD-ROM)

Number of Copies: (Dropdown)

Special Instructions:

Shipping Address

Address:

Address 2:

Address 3:

City:

Country: (Dropdown)

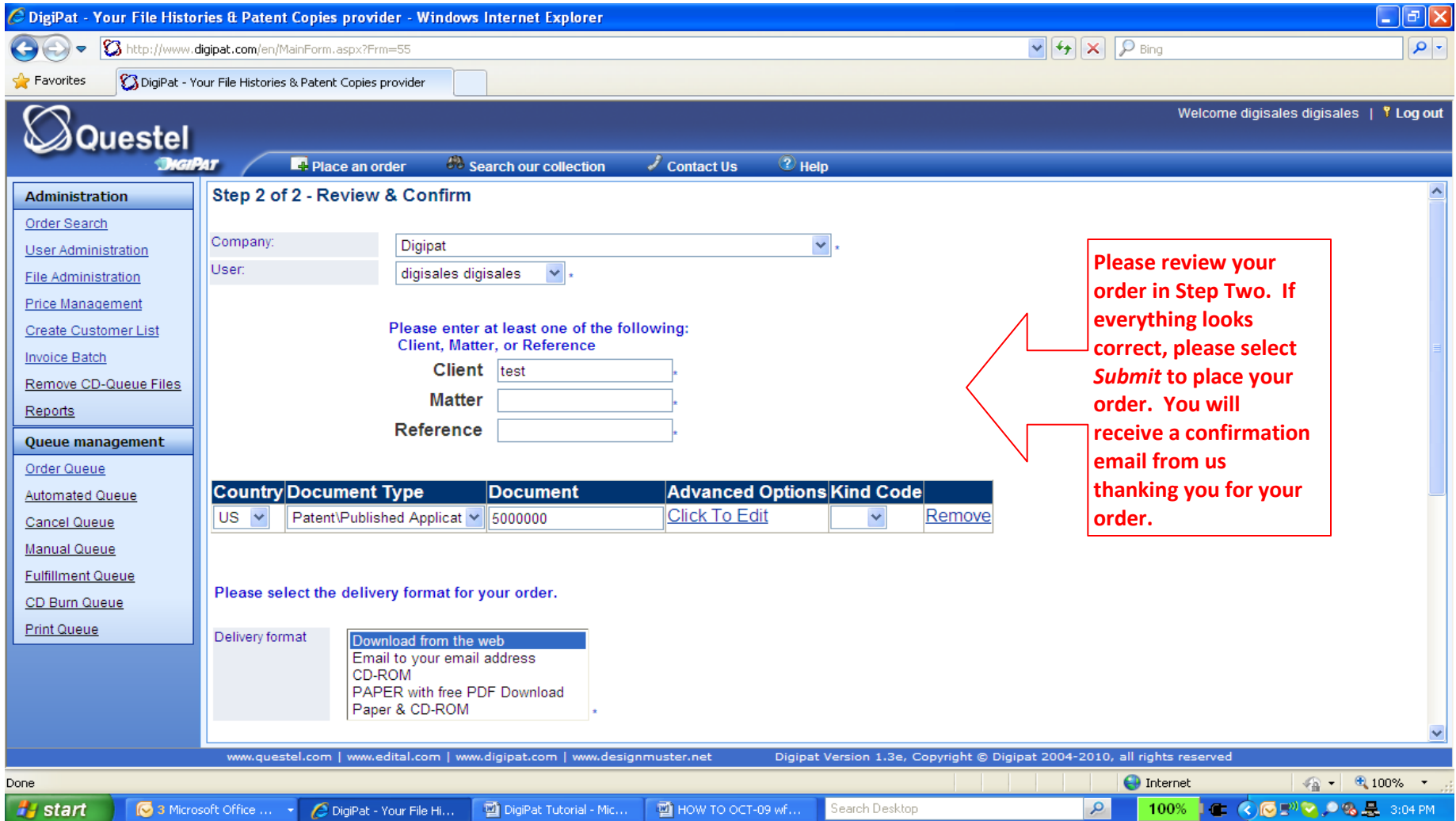
State: (Dropdown)

Zip:

Callout 1: Choose delivery format and provide any special instructions as needed.

Callout 2: Confirm shipping information.

Callout 3: Step one is complete. Select Next to proceed.



Step 2 of 2 - Review & Confirm

Company:

User:

Please enter at least one of the following:
 Client, Matter, or Reference

Client:

Matter:

Reference:

Country	Document Type	Document	Advanced Options	Kind Code	
US	Patent\Published Applicat	5000000	Click To Edit		Remove

Please select the delivery format for your order.

Delivery format:

- Download from the web
- Email to your email address
- CD-ROM
- PAPER with free PDF Download
- Paper & CD-ROM

Please review your order in Step Two. If everything looks correct, please select *Submit* to place your order. You will receive a confirmation email from us thanking you for your order.

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