



## OUTSIDE SUBMISSION PROCESS

You may submit your idea, along with related documentation, via fax to **314-542-6020** or you may submit your idea in writing to:

Koven Technology, Inc.  
Attn: Heather Bell, President  
12125 Woodcrest Executive Drive, Suite 320  
St. Louis, MO 63141

An Invention Disclosure form is attached to this document to simplify the process for you.

Once received, the submission is reviewed and evaluated. A decision about whether to move forward with the idea will be made within 6 months of date of receipt and the submitter will be notified of the decision. It may be necessary for Koven to contact the submitter during the evaluation process to obtain additional information to help with the evaluation.

Once a decision to move forward has been made, Koven will advise the submitter of the decision and the idea will be submitted to New Product Development for further review and to start the development process. At this time a provisional patent may be filed on behalf of the submitter to document the concept and act as a placeholder in the US Patent Office for a period of one (1) year. Koven will work closely with the submitter throughout the development process.

All ideas for new products are held in strict confidentiality to protect the rights of the submitter as well as those of Koven Technology.



9. Test or Manufacture: (Identify date of any past or scheduled clinical or marketing testing and/or manufacturing release.)

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**SIGNATURE(S) OF INVENTOR(S)**

Inventor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

(Type or Print Name): \_\_\_\_\_ Citizenship: USA

Residence  
Address: \_\_\_\_\_  
(Street, city, County and State or Country)

Inventor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

(Type or Print Name): \_\_\_\_\_ Citizenship: USA

Residence  
Address: \_\_\_\_\_  
(Street, city, County and State or Country)

Inventor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

(Type or Print Name): \_\_\_\_\_ Citizenship: USA

Residence  
Address: \_\_\_\_\_  
(Street, city, County and State or Country)

**Attention:** The above signed parties understand that Koven Technology is not providing legal representation, and is evaluating the disclosed concept on a purely gratuitous basis. By signing and submitting this form, no commercial relationship is being created with Koven. The parties understand that by signing this document (electronic or otherwise), Koven agrees to keep the information disclosed confidential until such time as a US provisional application is filed. Koven will file the provisional patent application on a purely gratuitous basis if the concept is accepted by the New Product Development team and in return the above signed parties agree to give Koven Technology a first right of offer on the submitted concept disclosed herein.

**WITNESSED:**

The above invention disclosure has been read and understood by the following two co-workers who are not inventors:

Read and Understood \_\_\_\_\_ Date: \_\_\_\_\_

(Type or Print Name) \_\_\_\_\_

Read and Understood \_\_\_\_\_ Date: \_\_\_\_\_

(Type or Print Name) \_\_\_\_\_