

Comindware®

**TRADEMARK USAGE  
GUIDELINES**

## Authorized Users

Comindware' trademarks, logos, logotypes, signatures, and design marks are valuable assets that Comindware protects. Accordingly, we ask that you follow these guidelines with respect to your use of any Comindware trademarks or logos. The commonly used Comindware trademarks are:

- Comindware®
- Comindware Tracker®
- Comindware Project®
- Comindware Process®
- Comindware Task Management®
- Comindware Advantage®
- ConnectStep®
- ElasticData™

Only Comindware and its authorized resellers and partners may use the Comindware trademarks and logos in any manner, including in advertising, promotional, and sales materials. All usage, including press releases, must comply with the applicable agreement you have with Comindware. By using a Comindware mark or logo, in whole or in part, you are acknowledging that Comindware is the sole owner of the trademark and promising that you will not interfere with Comindware' rights in the trademark, including challenging Comindware use, registration of, or application to register such trademark, alone or in combination with any other word or marks, anywhere in the world. You further acknowledge that you will not harm, misuse, or bring into disrepute any Comindware mark. If you are a Comindware reseller or partner and you have questions regarding trademark usage or press releases, please contact your regular Comindware contact.

## PROHIBITED USE

You may not use the Comindware trademarks in a manner which would cause confusion as to Comindware sponsorship, affiliation, or endorsement. Do not use Comindware trademarks or confusing variations as all or part of your company, product, or service names.

## **TRADE DRESS**

You must not imitate Comindware's trade dress, type style, or logos. For example, you are not permitted to copy Comindware product packaging for use with your products or services.

## **DOMAIN NAMES**

Do not use Comindware, Comindware trademarks, or potentially confusing variations of Comindware or any Comindware trademarks in your internet domain names.

## **PROPER USE**

Always spell and capitalize Comindware' trademarks exactly as they are shown in the list above. Do not modify or change the names that contain Comindware trademarks. Do not modify or change the Comindware logos in any way.

## **TRADEMARK SYMBOLS AND CREDITLINES**

Proper trademark attribution through trademark symbols and credit lines ensure the public is aware of Comindware' trademarks and helps prevent them from becoming generic terms. Credit lines also clarify that the associated marks belong to Comindware.

### **Trademark Symbols**

Use of the ® symbol with the appearance of all "Comindware" marks in all forms of usage other than a body of text, where use of the symbol is only required on the first and second use. However, it is acceptable to continue use of the ® after the first use throughout the document. Use of the ® symbol is not required if "Comindware" is used in reference, for example "the Comindware family of process and project management solutions".

### **Credit Line**

All products, packaging, manuals, advertisements, promotional materials, and web sites bearing any Comindware trademarks should include the following trademark credit line: "Comindware®, Comindware Tracker®, Comindware Task Management®, Comindware Advantage® are registered trademarks of Comindware Inc. and or its affiliates in the United States and other countries." If multiple Comindware marks are used, include those marks in the credit line after "Comindware®", and make note if one or more of the marks is not registered; for example:

Comindware®, Comindware Tracker®, Comindware Task Management®, and the Comindware logo are registered trademarks or trademarks of Comindware Inc. or its affiliates in the United States and other countries.

## ADDITIONAL GUIDELINES

Comindware may provide you with additional guidelines regarding proper usage of its trademarks and logos. These guidelines may be provided in your reseller or partnership agreement with Comindware or in a separate document. Comindware reserves the right to discontinue your use of any trademarks and/or logos if your use is in violation of the terms and conditions of use.

## QUESTIONS

If you have any questions regarding the use of Comindware trademarks or logos, please contact your normal Comindware contact.

## Unauthorized Third-Party References to Comindware and our Products

Comindware Inc. recognizes that other companies may wish to refer to our company or products. However, we are very determined to protect the value of and goodwill associated with our name and trademarks and also to prevent use of our name or trademarks in a manner that is likely to confuse consumers as to the source of any product, to mislead customers about the nature or source of any product, or to falsely imply that we are affiliated with another company or that we endorse or sponsor another company's products or services.

Comindware Inc. may authorize use of its name or trademark by a third party under the terms of a written license agreement or permission, typically granted as part of formal participation in our partner program. If you wish to join our partner program or become an authorized user, please apply for membership on-line at [our partners' page](#).

In addition to authorized use, the law allows for certain, limited legitimate use of our name and trademark (but not our logo) by the press and others. The nature and extent of a legitimate use is restricted by trademark and unfair competition laws, and is limited to the minimum usage necessary under the circumstances.

All authorized and legitimate use of the name Comindware and the mark Comindware® or any of our other trademarks, must conform to the following proper usage rules:

When a third party refers to our company, the reference should be closely accompanied by a prominent and clear legend stating clearly that the third party is not affiliated with Comindware Inc. For example:

Please note that ABC, Inc. is not owned or licensed by or in any way affiliated with Comindware Inc. and that Comindware Inc. and its affiliates are not responsible for the content or accuracy of this [website] or for the content, performance or quality of ABC, Inc.'s products or services.

Our company should always be referred to by its correct name, “Comindware Inc.”, not merely “Comindware”. For example:

- “Comindware’s Task Tracker” is incorrect.
- “Comindware Task Management® from Comindware Inc.”, is correct.

Comindware® and our other trademarks must be displayed and used as marks, with a proper ® or ™ registration symbol (in regular or superscript) and followed by the product generic name. For example:

- Comindware® software
- Comindware Tracker® from Comindware Inc.