



87 Oxford Street Lynn MA 01901
 202-465-4306 f-202-478-0856
www.professionalliabilityusa.com
 john@professionalliabilityusa.com

SUPPLEMENTAL APPLICATION – GRAPHIC DESIGNER

- Name of applicant or insured: _____
- Please indicate the percentage of the applicant's total operations from the following services, total must equal 100%:

SERVICE	% OF Ops	SERVICE	% OF Ops
Architectural drawing, house plans, landscape design	%	Prototypes	%
Book, magazine, newspaper or other publication	%	Sweepstakes	%
Coupons	%	Webpage design	%
Films or commercials	%	Mobile applications	%
Medical charts or graphs	%	Digital advertising	%
Package design	%	Other (please describe):_	%
Promotions	%	Total	%

- Does the applicant's activities involve the design of logos or trademarks? Yes No
- Does the applicant require the client to sign off or approve in writing each phase of the design and development process? Yes No
- Does the applicant obtain releases for all content provided by third parties (if applicable)? Yes No
- Does the applicant have a formal written intellectual property clearance procedure, including copyright and trademark searches? Yes No
- Which of the following does the applicant implement:
 - Customer sign off on deliverables? Yes No
 - Contracts with indemnification clauses? Yes No
 - Formal change management procedures? Yes No
 - Legal review of contracts? Yes No
- Does the applicant have a process in place to screen materials for any potential violations of another party's copyrights, trademarks or other intellectual property rights? Yes No
- Does the applicant have a process in place to screen materials for potential libel, slander or advertising injury? Yes No

SIGNATURE IN FULL: _____ DATE: _____

PRINT NAME: _____

ALL QUESTIONS MUST BE ANSWERED AND THE APPLICATION MUST BE SIGNED AND DATED

Agency Name and Address: _____

Person Submitting Application: _____

Telephone Number: _____ Email: _____