

Outside Submissions Program

THIS BOOKLET IS DESIGNED to explain how to submit an idea, suggestion, new concept, or invention to Xerox Corporation. Each year, many people and companies contact us to consider their ideas. In order to establish a business-like arrangement between our company and submitters, the procedure outlined here has been established. Please read and carefully follow these guidelines. Your cooperation will help us in evaluating your submission.

XEROX ENCOURAGES AND WELCOMES unsolicited ideas and suggestions. We are pleased to have the opportunity to review new inventions and/or patents, and we receive a number of them each week. It is only fair to mention, however, that with our continuing research in many fields, our existing patents, and a steady flow of scientific information from many sources, it is possible that your submission may duplicate an idea we are already pursuing independently. Therefore...

PLEASE PROTECT YOUR INTEREST in whatever you submit before sending it to us. The best method of doing this should be determined in consultation with your attorney and may involve patent protection. Having an issued patent or a published patent application describing your concept will help to expedite the submission evaluation process.

By policy, Xerox requires that you sign and return the attached standard non-confidential disclosure Agreement if your submission includes anything other than issued patents. This Agreement states clearly that no confidential relationship or obligation of secrecy is created between the submitter and Xerox Corporation by the submission and its consideration by our company. The Agreement may be downloaded from the web or obtained via regular mail or fax as described in part 4 of the Procedure section. We recommend that you *retain a copy of this Agreement for your records*.

This Agreement is not required for submissions including only patents or published patent applications since these are public documents.

Xerox policy requires all submissions be only in writing (including figures, pictures, and drawings). Xerox by policy does not have face-to-face meetings with submitters or their representatives in evaluating unsolicited submissions.

Except for the signed non-confidential disclosure Agreement (which can be sent via hardcopy or fax) we prefer correspondence from submitters to be via E-mail.

Xerox Corporation cannot, when replying to the submitter, reveal its own developments whether current or completed, covered by patent application or otherwise. Xerox will consider submissions only so far as, in our judgment, they require consideration; we assume no obligation, implied or expressed, to provide any details about our evaluation of your submission. Often we will only indicate whether or not we have any further interest.

(Submitter's Copy)

Outside Submissions Agreement

Office of Outside Submissions
XEROX CORPORATION
Mailstop 0147-55F
800 Phillips Road
Webster, NY 14580-9720
(Fax 585-231-8479)

I hereby provide to Xerox (Xerox Corporation and its subsidiaries) the following Submission in writing relating generally to:
[Title] _____

I affirm that I have not provided, am not providing, and will not provide confidential information to Xerox regarding my Submission and agree that Xerox and its employees can treat any communication that is or was relating to my Submission as non-confidential regardless of when or how it is transmitted, labeled or described. I acknowledge that Xerox will only consider written materials and drawings in evaluating my Submission. I fully understand and agree to the above terms and all other Xerox indicated policies, conditions and requirements in this document for any Xerox evaluations of my Submission. Specifically, I agree that:

1. I will rely only on patent rights or copyrights that I have or may obtain for any legal claims or assertions relating to my Submission, now or in the future, and not on any alleged trade secrets.
2. Nothing in this agreement affects any patent rights or copyrights of Xerox or me. Both Xerox and I remain free to contest the validity or infringement of any patent or copyright and remain free to use any information already in the public domain.
3. Nothing in this agreement, or from Xerox's acceptance of my Submission for review, implies any need for any patents or copyrights by Xerox.
4. No Xerox outside submission policy modifications, contractual obligations or other understandings between Xerox and myself are authorized to be made by any Xerox employee without a formal written agreement approved by the Xerox legal department, the "Office of General Counsel."

Date: _____
Submitter (individually and for any
Company indicated below)

Company and Title of Submitter (if any)

Manager, Office of Outside Submissions
Manager, Office of Outside Submissions
Xerox Corporation

Outside Submissions Agreement

Office of Outside Submissions
XEROX CORPORATION
Mailstop 0147-55F
800 Phillips Road
Webster, NY 14580-9720
(Fax 585-231-8479)

I hereby provide to Xerox (Xerox Corporation and its subsidiaries) the following Submission in writing relating generally to:
[Title] _____

I affirm that I have not provided, am not providing, and will not provide confidential information to Xerox regarding my Submission and agree that Xerox and its employees can treat any communication that is or was relating to my Submission as non-confidential regardless of when or how it is transmitted, labeled or described. I acknowledge that Xerox will only consider written materials and drawings in evaluating my Submission. I fully understand and agree to the above terms and all other Xerox indicated policies, conditions and requirements in this document for any Xerox evaluations of my Submission. Specifically, I agree that:

1. I will rely only on patent rights or copyrights that I have or may obtain for any legal claims or assertions relating to my Submission, now or in the future, and not on any alleged trade secrets.
2. Nothing in this agreement affects any patent rights or copyrights of Xerox or me. Both Xerox and I remain free to contest the validity or infringement of any patent or copyright and remain free to use any information already in the public domain.
3. Nothing in this agreement, or from Xerox's acceptance of my Submission for review, implies any need for any patents or copyrights by Xerox.
4. No Xerox outside submission policy modifications, contractual obligations or other understandings between Xerox and myself are authorized to be made by any Xerox employee without a formal written agreement approved by the Xerox legal department, the "Office of General Counsel."

Date: _____
Submitter (individually and for any
Company indicated below)

Company and Title of Submitter (if any)

Manager, Office of Outside Submissions
Manager, Office of Outside Submissions
Xerox Corporation

✂ (Cut Here) ✂

Mail To:

**Office of Outside Submissions
XEROX CORPORATION
Mailstop 0147-55F
800 Phillips Road
Webster, NY 14580-9720**

✂ (Cut Here) ✂

**Procedure for Submitting
Unsolicited Ideas to
Xerox Corporation**

1. Xerox has established the Office of Outside Submissions to facilitate contact between those wishing to submit ideas and the Corporation. This Office operates to insure consistent evaluation of all submissions made in accordance with the procedure outlined in this booklet.
2. All communications should be addressed to:

Office of Outside Submissions
XEROX CORPORATION
Mailstop 0147-55F
800 Phillips Road
Webster, NY 14580-9720
(Fax 585-231-8479)

or via E-mail to:

xigwebmaster@crt.xerox.com
3. Material submitted will not routinely be returned.
4. Submissions other than patents require Xerox receipt of a signed and dated Xerox non-confidential disclosure Agreement. You can download and print the Agreement at <http://www.xeroxtechnology.com/> by following the "Submissions" link at the bottom of the web page. Blank Agreements will be mailed or faxed to submitters on request.
5. Non-public material sent to us without a properly signed and dated Agreement will be destroyed without review.

Once we receive the submission and a signed and dated non-confidential Agreement (if required), relevant business group(s) and/or technologist(s) will review it and provide recommendations. The length of the evaluation process is variable. Most evaluations are completed within a month, but some last longer. During this time, submitters are free to pursue and disclose their concepts to others.

The Xerox decision will be forwarded to the submitter upon completion of the review.

XEROX®



**Office of Outside Submissions
XEROX CORPORATION
Mailstop 0147-55F
800 Phillips Road
Webster, NY 14580-9720
(Fax 585-231-8479)**