

Approval Process to use Copyrighted Material

Use of copyrighted materials must always begin with a request to fi360. This ensures the most recent materials are always being implemented and enables us to properly monitor the fi360 brand.

Attribution of all copyrighted materials must follow the [Trademark and Copyright Guidelines](#) document.

Please email or fax your request with the following information (if any of this information is not present, your application could be delayed):

- Clearly indicate what material will be referenced or used
- Include copyright notification in the form of a notice (i.e., “Copyright © Fiduciary360 2010”) or a descriptive statement (i.e., “<The material being referenced> was developed by fi360 (fi360.com).”)
- Submit a copy of any modified materials for our records
- Describe any pertinent information on how the material will be used (e.g., date of use, number of copies, etc.)
- Include your contact information (Name, company, phone, email and fax).
- Include the following statement in its entirety:

“I certify that my use of the copyrighted material will be limited to what I have described above. I will fully attribute the material to Fiduciary360.”

- Sign your letter

We will certify the use of the copyrighted material and email your approval letter. This process should take no longer than 3 business days.

Submit your copyrighted material request letter to info@fi360.com or by fax to 412-221-8954.