

INFORMATIONAL LETTER # 0005-2004

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EFFECTIVE IMMEDIATELY

Many of you design original sign graphics for prospective customers. After the bid process is complete, the potential customer may like your design but choose another sign company to manufacture the sign.

When permitting a job for another sign company, if that company's title block appears on the print indicating the contents are copyrighted or may not be reproduced, you must obtain an original letter from that sign company authorizing you to use the drawings. The letter of authorization must be address specific and signed by a authorized representative to include business title.

As you may know, State law protects engineering and architectural drawings from being reproduced without permission, and Federal law protects authors, publications, artistic work, etc. This also applies to the design you have produced, and we all must follow the rules as set forth by the U.S. Copyright Act.

