ROYALTY REPORT FORM

Date: _____ **Licensee:** _____

Report for period : _____

Date of Invoice	Invoice Number	Sold To (if Queen's please indicate department)	Licensed Product & Queen's mark used	Gross Sales

Reports must be filed even if no royalties are due. Please make cheques payable to Queen's University and send to the address below:

University Relations – Brand Team
c/o Trademark Licensing & Program Coordinator
University Relations – Brand Team
78 5th Field Company Lane
Fleming Hall, Stewart-Pollock Wing, 4th floor
Queen's University
Kingston, Ontario K7L 3N6
Phone: (613) 533-6000, ext. 75516
Fax: (613) 533-6652

TOTAL GROSS SALES OF LICENSED PRODUCTS	
LESS RETURNS	
TOTAL NET SALES	
ROYALTY 7.0%	
ROYALTIES DUE FOR THIS PERIOD	