



COOKBOOK PUBLISHERS, INC.  
 10800 Lakeview Ave., P.O. Box 15920  
 Lenexa, KS 66285-5920  
 1-800-227-7282  
[www.cookbookpublishers.com](http://www.cookbookpublishers.com)

# COOKBOOK ORDER FORM

THIS FORM **MUST** BE SENT WITH RECIPES.

Recipes Enclosed *or*  Recipes Entered on **U-Type-It™ Online**

## GENERAL INFORMATION

Organization (Qualified organization only)       Business       Individual       Family

NAME OF ORGANIZATION: \_\_\_\_\_

NUMBER OF BOOKS ORDERED: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

NUMBER OF RECIPES SENT: \_\_\_\_\_

### CORRESPONDENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ / \_\_\_\_\_

Business Phone: \_\_\_\_\_ / \_\_\_\_\_

E-mail address: \_\_\_\_\_

### ALTERNATE CORRESPONDENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ / \_\_\_\_\_

Business Phone: \_\_\_\_\_ / \_\_\_\_\_

E-mail address: \_\_\_\_\_

## PAYMENT & SHIPPING INFORMATION

### SEND THE INVOICE TO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ / \_\_\_\_\_

Business Phone: \_\_\_\_\_ / \_\_\_\_\_

### SHIP THE BOOKS TO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ / \_\_\_\_\_

Business Phone: \_\_\_\_\_ / \_\_\_\_\_

WE MUST HAVE A STREET ADDRESS.  
*UPS and truck lines cannot deliver to a box number.*

## COOKBOOK SPECIFICATIONS

### COVER

Our Cookbook Cover Wording is: \_\_\_\_\_

Wording on Spine: \_\_\_\_\_

*(Wording on spine for 3-Ring only.)*

Print our cover wording in the following typeface: \_\_\_\_\_

*See available typefaces in the **Design Selection Book** or at [www.cookbookpublishers.com](http://www.cookbookpublishers.com).*

Please have Cookbook Publishers choose the most appropriate typeface.

Our camera ready wording is enclosed.

Artwork and/or photo is enclosed.

**Standard Cover:** (*FREE Plastic Lamination on every front cover*)

We have selected your Standard **FREE** Cover Design marked below:

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> A Taste of Heaven     | <input type="checkbox"/> Feeding the Flock | <input type="checkbox"/> Our Daily Bread | <input type="checkbox"/> Recipes to Remember  |
| <input type="checkbox"/> All-American Recipes  | <input type="checkbox"/> Festive Fare      | <input type="checkbox"/> Our Town        | <input type="checkbox"/> School Days          |
| <input type="checkbox"/> American Tradition    | <input type="checkbox"/> Fresh Fare        | <input type="checkbox"/> Patchwork       | <input type="checkbox"/> Stars 'n Stripes     |
| <input type="checkbox"/> Americana             | <input type="checkbox"/> Garden Gate       | <input type="checkbox"/> Picture Frame   | <input type="checkbox"/> Teapot               |
| <input type="checkbox"/> Botanical             | <input type="checkbox"/> Home Cookin'      | <input type="checkbox"/> Black           | <input type="checkbox"/> Teddy Bear           |
| <input type="checkbox"/> Country Cookin'       | <input type="checkbox"/> In Good Taste     | <input type="checkbox"/> Color:* _____   | <input type="checkbox"/> Tried & True Recipes |
| <input type="checkbox"/> Dinner on the Grounds | <input type="checkbox"/> Our Best Recipes  | <input type="checkbox"/> Recipe Box      | <input type="checkbox"/> Vintage Label        |
|  |  |  | <input type="checkbox"/> What's Cookin'       |

**Black & White Cover** (*Complete enclosed Black & White Order Form in addition to this order form.*)

**Mix & Match™ Cover** (*Complete enclosed Mix & Match™ Order Form in addition to this order form.*)

**Customer-designed Cover** Print our **Front Cover wording and/or artwork** in the ink color(s) marked below:

- Black Ink (**FREE**)
- Custom Ink Color\* (black plus any color is multi-color) \_\_\_\_\_ @ \$0.20 per cover per book
- Full Color Cover (minimum 200 books) @ \$.20 per cover per book
- Our background is:
  - White (**FREE**)
  - Custom Ink Color\* \_\_\_\_\_ @ \$0.20 per cover per book  
(no additional cost with Custom Ink Color above)

Bleed-off cover (artwork that extends beyond the edge of the cover) @ \$0.10 per cover per book (does not apply to customer-designed full-color cover).

Print our:  Inside front cover  Inside back cover  Outside back cover @ **\$35 per cover** in the one ink color marked below (additional costs are incurred for cover ads, see page 5):

- Black Ink (**FREE**)
- Custom Ink Color\* \_\_\_\_\_ @ \$0.20 per cover per book

Plastic Lamination on back cover @ \$0.25 per book.

Check here if specific Cover Instructions are enclosed.

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* See In-House Ink Color Chart in *Design Selection Book* or at [www.cookbookpublishers.com](http://www.cookbookpublishers.com).

## COVER STYLE

Any cover design (Standard, Black & White, Mix & Match™ or Customer-Designed) may be printed on the cover style of your choice:

Standard Soft Cover **FREE**     Hardback Cover (see pricing below)     Padded 3-Ring Binder (see pricing below)

Print our **Standard, Black & White, Mix & Match™** or **Customer-designed Padded 3-Ring Binder** in the following quantity:

150-350 Recipes:

100-199 copies @ \$3.75 each

150-700 Recipes:

200-499 copies @ \$2.70 each

500-999 copies @ \$2.35 each

1000+ copies @ \$2.30 each

701-1000 Recipes:

400-699 copies @ \$2.45 each

700+ copies @ \$2.40 each

Print our **Standard, Black & White, Mix & Match™** or **Customer-designed Hardback Cover** in the following quantity:

100-199 copies @ \$2.25 each

500-899 copies @ \$1.30 each

1000+ copies @ \$1.15 each

200-499 copies @ \$1.45 each

900-999 copies @ \$1.20 each

We have selected the printed liners marked below for our Hardback Cover or Padded 3-Ring Binder:

Add \$0.15 per book . . . . .  Black Ink

Add \$0.20 per book . . . . .  Custom Ink Color\* (specify color) \_\_\_\_\_

Table Settings/ Napkin Folding

Equivalents/Measurements

Frame

Corners

Customer-designed (artwork enclosed)

## PLASTIC COMB BINDERS

We have indicated below our first and second color choice for our **Plastic Comb Binder** (**FREE** for Soft Cover or Hardback only): Second choice will be used only if your first choice is temporarily out of stock.

Colors Available:\*    Black    Blue    Brown    Burgundy    Forest Green    Navy Blue    Red    Yellow    White

**First Choice** \_\_\_\_\_ **Second Choice** \_\_\_\_\_

We have chosen the **Imprinted Plastic Comb Binder** option @ \$0.30 per book, minimum order 500 books.

Ink Color\* for Imprint \_\_\_\_\_

Plastic Comb Binder Wording \_\_\_\_\_

## PLASTIC COIL BINDERS

We have circled below our color choice for our **Plastic Coil Binder** (for Soft Cover only, maximum 450 recipes) @ \$0.25 per book:

Colors Available:*	Bright Red	Brown	Black	Burgundy	Butterscotch	Dark Blue
	Dark Green	Dark Red	Gold	Ivory	Medium Blue	Medium Green
	Moss Green	Navy Blue	Silver	Teal	White	Yellow

\* See Color Chart in *Design Selection Book* or at [www.cookbookpublishers.com](http://www.cookbookpublishers.com).

## DIVIDERS

### Standard FREE Full-Color Divider Set

We have selected your **Standard Full-Color FREE** pre-printed paper divider set marked below:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> A Taste of Heaven     | <input type="checkbox"/> Festive Fare     | <input type="checkbox"/> Picture Frame         | <input type="checkbox"/> Stars 'n Stripes     |
| <input type="checkbox"/> All-American Recipes  | <input type="checkbox"/> Fresh Fare       | <input type="checkbox"/> Black ( <b>FREE</b> ) | <input type="checkbox"/> Teapot               |
| <input type="checkbox"/> American Tradition    | <input type="checkbox"/> Full-Color Food  | <input type="checkbox"/> Color:* _____         | <input type="checkbox"/> Teddy Bear           |
| <input type="checkbox"/> Americana             | <input type="checkbox"/> Garden Gate      | (Add \$0.05 per divider per book)              | <input type="checkbox"/> Tried & True Recipes |
| <input type="checkbox"/> Botanical             | <input type="checkbox"/> In Good Taste    | <input type="checkbox"/> Recipe Box            | <input type="checkbox"/> Vintage Label        |
| <input type="checkbox"/> Country Cookin'       | <input type="checkbox"/> Our Best Recipes | <input type="checkbox"/> Recipes to Remember   | <input type="checkbox"/> What's Cookin'       |
| <input type="checkbox"/> Dinner on the Grounds | <input type="checkbox"/> Patchwork        | <input type="checkbox"/> School Days           |   |

We have selected your **FREE Black & White Divider Set** (*must also complete enclosed Black & White Order Form*).

We have selected your **Custom Mix & Match™ Divider Set** and have ordered a minimum of 200 books (*must also complete enclosed Mix & Match™ Order Form*).

We would like the Standard design or Black & White dividers we have chosen above to be **Tabbed Dividers @ \$0.40 per book**. (Call for pricing for Custom Mix & Match™ Tabbed Dividers.)

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We have submitted our own **Single-color Customer-designed Dividers** to be printed on the stock below:

Paper Stock @ \$0.03 per divider per book. Mark the paper stock color of your choice below:

- Blue     Daffodil Yellow     Lite Cherry     White     Creme     Tan     Brite Red

Card Stock @ \$0.05 per divider per book.       Card Stock Tabbed @ \$0.10 per divider per book.

- Blue     Daffodil Yellow     Dark Cherry     White     Ivory     Brite Red

Print our divider and/or artwork in the one ink color marked below (available only with customer-designed dividers):

- Black Ink (**FREE**)     Custom Ink Color\* \_\_\_\_\_ Add \$0.05 per divider per book

We have enclosed \_\_\_\_\_ divider photographs @ \$10 per photo for our one-color customer-designed dividers.

We have submitted our own **Customer-designed Multi-color or Full-color Dividers @ \$0.15 per divider per book (one side) on White Paper Stock (minimum 200 books)**.

- |   |  |
|---|--|
| <input type="checkbox"/> Our artwork is enclosed; please size and place in layout | <input type="checkbox"/> Typeset our wording                           |
| <input type="checkbox"/> Our artwork is camera-ready; use as submitted            | <input type="checkbox"/> Our wording is camera-ready; use as submitted |

Bleed-off dividers (design that extends beyond the edge of the divider). Add \$0.10 per divider per book.

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We have chosen your **FREE** helpful cooking information for the backs of our customer-designed dividers printed in the ink color marked below:

We have submitted our own materials for the backs of our customer-designed dividers @ \$5.00 per divider in the ink color marked below:

- Black Ink (**FREE**)     Custom Ink Color\* \_\_\_\_\_ Add \$0.05 per divider per book

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Typeset our wording in the following typeface: \_\_\_\_\_

*See available typefaces in the **Design Selection Book** or at [www.cookbookpublishers.com](http://www.cookbookpublishers.com)*

Please have Cookbook Publishers choose the most appropriate typeface.

Check here if specific Divider Instructions are enclosed.

\* See In-House Ink Color Chart in *Design Selection Book* or at [www.cookbookpublishers.com](http://www.cookbookpublishers.com).

## INSIDE PAGES

- We have selected your **Standard FREE Recipe Format** in *Recipes Continued*:
    - Traditional     Classic     Two-Column     Welcome Home     E-Z Read
    - We have selected the *Recipes Not Continued* option @ \$0.15 per book for the recipe format marked above.
  - We have selected the following **Designer Option Recipe Format** @ \$0.15 per book (only in *Recipes Not Continued*):
    - Black Tie     Casual     Heritage
  - We have selected the following **CentSaver™ Recipe Format** and will **SAVE \$0.10 per book** (only in *Recipes Continued*):
    - CentSaver™ One-Column     CentSaver™ Two-Column
  - We want the option to reproof our cookbook copy @ \$35 per order. (Add approximately 4 weeks to schedule.)
- 
- We have chosen the paper stock marked below for our inside pages, exclusive of dividers:
    - White 60# paper stock (**FREE**)     Creme paper stock @ \$0.15 per book
- 

- We have enclosed \_\_\_\_\_ sub-categories @ \$2 per sub-category.
- Recipe Notes @ \$0.15 per book.\***  
*Examples include nutritional and historical information, anecdotes, personal comments, and scriptures.*
  - Yes. *Include all Recipe Notes @ \$0.15 per book.*     No. *Omit all Recipe Notes.*

**\*Note:** *We will automatically invoice you @ \$0.15 per book if Recipe Notes are included in your recipes and neither box is checked above.*
- Customer Fillers @ \$2 per filler (available in *Recipes Not Continued* only)
  - We have enclosed \_\_\_\_\_ text fillers to be placed at the bottom of pages where space permits.
  - We have enclosed \_\_\_\_\_ art fillers to be placed at the bottom of pages where space permits.
  - Please use up to \_\_\_\_\_ of Cookbook Publishers' art fillers to be placed at the bottom of pages where space permits.
- Check here if specific Recipe Page Instructions are enclosed.

## SPECIAL PAGES

We want the following **FREE Special Pages** in the front of our cookbook:

- Title Page *or substitute with* \_\_\_\_\_
- Expression of Appreciation *or substitute with* \_\_\_\_\_
- Photo or Sketch Page *or substitute with* \_\_\_\_\_
- Officers/Committee Page *or substitute with* \_\_\_\_\_
- We have enclosed \_\_\_\_\_ additional Special Pages @ \$10 per page.     Special Instructions are enclosed.
- Multi-color or Full-color Special Page ink charge @ \$0.15 per page, per book.
- We have submitted \_\_\_\_\_ additional photographs @ \$10 each. (The first Special Page photograph is **FREE**.)
- We have enclosed \_\_\_\_\_ advertising pages @ \$40 per inside page, or \_\_\_\_\_ cover ads (inside front, inside or outside back cover) @ \$75 per cover.     Special Instructions are enclosed.
- We have included \_\_\_\_\_ charts in our cookbook (Cookbook Publishers will provide an estimate).
- Include your **FREE** 12 pages of nutritional information in the back of our cookbook.
- Return our artwork/photos (\$5 shipping & handling charge)
- Return our recipes (\$5 shipping & handling charge; recipes will be returned 3 months after the cookbooks are shipped.)
- Check here if specific Special Pages Instructions are enclosed.



## FINAL CHECK LIST

- Are your recipes legible and complete, with the donor's name spelled correctly and printed plainly?
- Have you organized, categorized and numbered the recipes within each section?
- Have you marked whether or not you wish to have Recipe Notes included (middle section, Page 5, of this Order Form)? (If you do not make a choice, we automatically include and invoice you for Recipe Notes.)
- Have you noted your total count of recipes and the number of books you wish to order (upper right corner, Page 1, of this Order Form)?
- Have you chosen the dividers you wish to use?
- Have you specified the color of ink for printing your cover and/or custom dividers (if you chose this designer option)?
- Have you provided complete information on your Correspondent and Alternate Correspondent, i.e., name, address, and phone numbers where they can be reached during our business hours?
- Are all special instructions noted to us on the available space on the Order Form?
- If you have a special event for cookbook sales, have you noted that in Special Instructions on Page 6 of this Order Form?
- Did you choose a reinforced mailing envelope or sturdy box for shipping your materials to us?
- Have you read and signed the Contract on Page 8 of this Order Form?

REMEMBER TO SIGN THE CONTRACT



1-800-227-7282

[www.cookbookpublishers.com](http://www.cookbookpublishers.com)

# CONTRACT

This Contract **MUST BE SIGNED** before the order can be processed. Please carefully read the Contract below in its entirety before signing.

## TERMS AND CONDITIONS

Cookbook Publishers, Inc., hereinafter referred to as the Company, agrees to print personalized cookbooks to the specifications listed on the Cookbook Order Form. The purchaser, hereinafter referred to as the Customer, agrees to furnish all recipes and other items of specific and personalized nature to be published in the Customer's book.

The Company assumes responsibility for scheduling and production of the cookbooks. The normal production time is 35 to 80 working days, but the Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, floods, or any other reasonable causes whatsoever.

## COPYRIGHTED MATERIAL

The Customer warrants that releases have been obtained to reproduce any and all copyrighted materials submitted for reproduction.

## UNDERRUN/OVERRUN

Following standard Printing Trade Customs, **all orders will be subject to a 10% underrun/overrun factor**, so you may not receive the exact number of cookbooks ordered. However, you will only be billed for those cookbooks actually received, minus your FREE cookbooks.

## SHIPPING

The Company will ship by the most economical, and dependable method—usually UPS or truck line. The Company will prepay the freight, then add the charges to the Customer's invoice. The Customer will receive free cookbooks which, when sold, will help defray normal shipping charges within the continental United States. All additional shipping charges incurred for foreign shipments or for Customer-requested rapid deliveries will be billed to the customer, but will not be covered by the free cookbooks.

The Company assumes responsibility for packing of the cookbooks. The Customer shall inspect the delivered cookbooks for damage, and verify the number of boxes delivered. Damaged or missing cookbooks must be reported to the Company within 10 days. Under no circumstances are books to be returned to the Company without prior written approval from the Company.

Defective books not attributable to shipping damage must be reported to the Company within 60 days after shipment of books. The Company reserves the right to credit, replace, or repair defective books.

## CORRECTIONS

Errors found in the Customer's books shall be corrected at the Customer's request on the subsequent printing. Any errors found to be the fault of the Company will be corrected free of charge. Any errors found to be the fault of the Customer will be subject to a correction charge. The Company will hold the Customer's original copy for a period of three (3) months, and will return Customer's copy after this period only if requested by the Customer.

## PAYMENT

**ORGANIZATIONS:** Qualified organizations receive the following terms: one-half of the balance due 37 days after shipment, and the remaining balance due 67 days after shipment. Accounts may be paid in full at any time before invoice due dates. Delinquent accounts (those over 97 days) will be subject to 1 1/2% per month interest charges (18% per annum).

**INDIVIDUALS AND FAMILIES:** Individuals and families must pay one-half of the estimated cost of the order at the time the Customer sends the cookbook materials to the Company. The balance, plus the freight charges, is due before the cookbooks are shipped. If collection agency and/or attorney fees are required to collect overdue accounts, the customer is liable for all collection charges. All orders must be paid in U.S. currency, or by Visa or MasterCard.

## CANCELLATION OF THIS CONTRACT

Upon signature of this Cookbook Order Form and receipt of recipes, this contract is in effect and binding. If Customer cancels, they will be responsible for any costs incurred by the Company for production time and/or materials invested in the order.

We (I) have read the above and we (I) hereby authorize the Company to compile and print a cookbook in the quantity and specifications as stated on this Cookbook Order Form. We (I) understand fully the terms and conditions, and by signing this contract we (I) agree to be responsible for prompt payment within the specified time.

**ORGANIZATIONS: TWO unrelated adult signatures (officer, pastor or administrator) are required before the order can be processed.**

**BUSINESSES: Please call our customer service department for information.**

**INDIVIDUALS AND FAMILIES: One adult signature is required before the order can be processed.**

Name (Please Print) _____	Name (Please Print) _____
Signed X _____ Date _____	Signed X _____ Date _____
Title _____ Term Expires _____	Title _____ Term Expires _____
Address _____	Address _____
City _____	City _____
State _____ Zip _____	State _____ Zip _____
Home Phone: ( _____ ) _____	Home Phone: ( _____ ) _____
Business Phone ( _____ ) _____	Business Phone ( _____ ) _____

**UNSIGNED CONTRACTS DELAY ORDERS—DID YOU SIGN THE CONTRACT?**