



COOKBOOK PUBLISHERS, INC.
 10800 Lakeview Ave., P.O. Box 15920
 Lenexa, KS 66285-5920
 1-800-227-7282 / FAX 913-492-5947
www.cookbookpublishers.com
facebook.

COOKBOOK ORDER FORM

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

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

My U-Type-It™ Account# _____

GENERAL INFORMATION

Organization (Qualified organization only) Business Individual Family

NAME OF ORGANIZATION: _____ NUMBER OF BOOKS ORDERED: _____

CITY/STATE/ZIP: _____ NUMBER OF RECIPES: _____

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 STYLE

Any cover (Cookbook Publishers design or Customer-designed) may be printed on the cover style of your choice:

Choose One:

Standard Soft Cover **FREE** Hardback Cover Padded 3-Ring Binder
 (Designer Option – See Price Chart) (Designer Option – See Price Chart)

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

FRONT 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 **Cookbook Creations Book** or at www.cookbookpublishers.com*

Please have Cookbook Publishers choose the most appropriate typeface.

Our camera ready wording is enclosed.

Artwork and/or photo is enclosed.

We have selected Cookbook Publishers **FREE** Cover Design** marked below – *Choose One:*

We have submitted our own **Customer-designed Cover**

(FREE Plastic lamination on every front cover)

A Taste of Heaven

Country Cookin’

In Good Taste

Rise & Shine

All-American Recipes

Dinner on the Grounds

Our Best Recipes

School Days

Alphabet Soup

Feeding the Flock

Our Daily Bread

Stars ‘n Stripes

American Tradition

Festive Fare

Our Town

Teapot

Americana

Fresh Fare

Patchwork

Tried & True Recipes

Botanical

Garden Gate

Recipe Box

Vintage Label

Cooking with Love

Home Cookin’

Recipes to Remember

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.)*

Cookbook Publishers or Customer-designed Cover *(Complete Front Cover details below):*

Black ink (**FREE**) (Black ink plus any other ink color is a multi-color cover)

One custom color* ink @ \$0.20 per cover per book; specify color _____

Custom multi-color* inks @ \$0.20 per cover per book; specify color(s) _____

Custom full color cover (minimum 200 books) @ \$0.20 per cover per book

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

Soft Cover Printed Inside Front, Inside/Outside Back Cover (additional costs are incurred for cover ads, see page 5):

Black ink @ \$35 per cover (Black ink *plus* any other ink color is a *multi-color* cover)

One custom ink color* (specify color) _____ @ \$35 per cover *plus* \$0.20 per cover per book

Custom multi-color* inks @ \$0.20 per cover per book; specify color(s) _____

Custom full color cover (minimum 200 books) @ \$0.20 per cover per book

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

* See In-House Ink Color Chart in the **Cookbook Creations Book** or at www.cookbookpublishers.com.

** See Cover Designs in the **Cookbook Creations Book** or at www.cookbookpublishers.com

- Printed Liner for Inside Front/Inside Back of Hardback Cover or Padded 3-Ring Binder** – Choose One *INK* and One *DESIGN* (additional costs are incurred for cover ads, see Page 5):

INK COLOR CHOICE

- Black ink @ \$0.20 per book
- Custom ink color* @ \$0.20 per book; specify color _____
- Multi-or full-color ink* @ \$0.40 per book

DESIGN CHOICE

- Table Settings/Napkin Folding _____ Equivalent/Measurements _____ Frame _____ Corners _____
- Customer-designed (artwork enclosed)

- Check here if specific Cover Instructions are enclosed.

SPECIAL INSTRUCTIONS: _____

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 400 recipes) @ \$0.25 per book:

Colors Available:** Red Brown Black Burgundy Ivory Royal Blue
 Medium Green Moss Green Navy Blue White Yellow

* See In-House Ink Color Chart in the *Cookbook Creations Book* or at www.cookbookpublishers.com

** See Binder Colors in the *Cookbook Creations Book* or at www.cookbookpublishers.com

DIVIDERS

Cookbook Publishers **FREE Full-Color Divider Set**

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

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> A Taste of Heaven | <input type="checkbox"/> Country Cookin' | <input type="checkbox"/> Our Best Recipes | <input type="checkbox"/> Teapot |
| <input type="checkbox"/> All-American Recipes | <input type="checkbox"/> Dinner on the Grounds | <input type="checkbox"/> Patchwork | <input type="checkbox"/> Tried & True Recipes |
| <input type="checkbox"/> Alphabet Soup | <input type="checkbox"/> Festive Fare | <input type="checkbox"/> Recipe Box | <input type="checkbox"/> Vintage Label |
| <input type="checkbox"/> American Tradition | <input type="checkbox"/> Fresh Fare | <input type="checkbox"/> Recipes to Remember | <input type="checkbox"/> What's Cookin' |
| <input type="checkbox"/> Americana | <input type="checkbox"/> Full-Color Food | <input type="checkbox"/> Rise & Shine | |
| <input type="checkbox"/> Botanical | <input type="checkbox"/> Garden Gate | <input type="checkbox"/> School Days | |
| <input type="checkbox"/> Cooking with Love | <input type="checkbox"/> In Good Taste | <input type="checkbox"/> Stars 'n Stripes | |

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 (*Designer Option - see Price Chart. Must also complete enclosed Mix & Match™ Order Form.*)

We would like the Full Color 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.)

We have submitted our own **Customer-designed Dividers** (complete details below.)

Divider Stock – *Choose one:*

Paper @ \$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

Divider Ink (**Fronts Only**) – *Choose one:*

- Black Ink (**FREE**) Custom Ink Color* _____ Add \$0.05 per divider per book
 Multi-or Full Color @ \$0.15 per divider per book (minimum 200 books)

Divider Ink (**Backs Only**) – *Choose one:*

- Black Ink (**FREE**) Custom Ink Color* _____ Add \$0.05 per divider per book
 Multi-or Full Color @ \$0.15 per divider per book (minimum 200 books)

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

- Our artwork is enclosed; please size and place in layout Typeset our wording
 Our artwork is camera-ready; use as submitted 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.

We have chosen your helpful cooking information for the backs of our customer-designed dividers. (Divider ink charges are additional. See above.)

- FREE** with divider fronts printed in black ink \$5.00 per divider with divider fronts printed in optional ink color(s)

We have submitted our own materials for the backs of our customer-designed dividers @ \$5.00 per divider. (Divider ink charges are additional. See above.)

Typeset our wording in the following typeface: _____

*See available typefaces in the **Cookbook Creations Book** or at 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 the *Cookbook Creations Book* or at 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 @ \$0.20 per book for the recipe format marked above.
 - We have selected the following **Designer Option Recipe Format** @ \$0.20 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 @ \$0.20 per book
-

- We have enclosed _____ sub-categories @ \$2 per sub-category.
- Recipe Notes @ \$0.25 per book.***
Examples include nutritional and historical information, anecdotes, personal comments, and scriptures.
 - Yes. *Include all Recipe Notes @ \$0.25 per book.* No. *Omit all Recipe Notes.*

**Note: We will automatically invoice you @ \$0.25 per book if Recipe Notes are included in your recipes that we typeset and neither box is checked above, or if Recipe Notes are included in your U-Type-It™ recipes.*
- 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 in this order (please number):

- _____ 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 submitted _____ additional sketches @ \$2.00 each.
- 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

- If we are typesetting, are your recipes legible and complete, with the donor's name spelled correctly and printed plainly?
- If we are typesetting, have you organized, categorized and numbered the recipes within each section?
- If you are using U-Type-It™, have you organized and categorized the recipes within each section in the order you want them to appear?
- If you are using U-Type-It™, have you organized the sections in the order in which you want them to appear?
- 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

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?