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CHECKLIST

to prepare order

STEP 1 – GET STARTED

- Order a **FREE** Cookbook Kit by calling **800-445-6621**. Then download our Starter Kit material from the *Download Center* of our web site, www.morriscookbooks.com. These tools will help you prepare your order. Create a cookbook committee and delegate tasks to help prepare the different parts of your cookbook.

STEP 2 – COLLECT & SUBMIT RECIPES

- Choose one of 3 ways to submit recipes: use typensave®, have us typeset them, or send pages press-ready.
- If you use typensave® online, create a **FREE** account at www.typensave.com. Give the password to members so they can enter the account and provide their own recipes. This is the **fastest and easiest** method!
- If you want us to typeset your recipes, use our *Recipe Collection Sheets* to gather recipes.
- Proof recipe ingredients and directions for accuracy and consistency. Arrange recipes in the **exact order** you want them to appear within each category. Use *Recipe Collection Sheets*, numbering them in the top right-hand corner (e.g., if a category has 50 recipes, number them 1 to 50). Place recipes into *Recipe Category Envelopes* or use *Recipe Category Sheets* (download from our site). If using typensave®, you may easily edit and rearrange recipes online.

STEP 3 – SELECT RECIPE FORMAT

- Choose a recipe format, recipe page options, and paper color.

STEP 4 – DEVELOP PERSONAL PAGES

- Write content and provide photo(s) for your personal pages – you may use our *Personal Page Sheet* to assist you (on our web site's *Download Center*). Choose personal page artwork.
- Title page and mail-order form content should be completed on the order form.
- If you are sending press-ready pages, provide ALL pages of your cookbook press-ready, including personal pages.

STEP 5 – CHOOSE COVER DESIGN

- Choose one of 3 cover styles: soft cover, hardback, or 3-Ring. Select cover options that may apply.
- Use one of our full-color stock covers, submit a press-ready custom cover, use a Designer Series Cover Template, or use our **FREE** art service. Use our *Press-Ready Cover Guidelines* if you submit your own cover. Use our *Cover Information Sheet* if using our art service (both files are on our web site's *Download Center*).

STEP 6 – CHOOSE DIVIDER SET

- Choose regular or tabbed dividers.
- Use a full-color stock divider set, submit your own design, use a Designer Series Divider Template, or use our **FREE** art service. If you have a custom divider set or use a Designer Series Divider Template, provide all required material and determine what you want printed on the backs of your dividers.

STEP 7 – CHOOSE EXTRAS

- Choose from our full-color Cooking Hints, Recipe Pocket Envelope, advertising pages, and recipes on CDs.

STEP 8 – PLACE YOUR ORDER

- Decide how many books to order and submit your completed and signed *Cookbook Order Form* and any required custom material. If you need help or have questions, please call us at **800-445-6621**.
- Upon receipt of your order, we will send a confirmation. You will receive both a cover proof and text proof to review before final printing. Changes to originally submitted material are costly and delay production, so make sure your order is complete and all material is the way you want it *before* sending us your order.