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# COOKBOOK REPRINT ORDER FORM

Call for a Reprint Price Quote (100 min. order)

**800-445-6621**

Rev. 4-11

For Office Use Only

Book # \_\_\_\_\_

Date Rcd \_\_\_\_\_

Book # \_\_\_\_\_ Group \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Day Phone (\_\_\_\_) \_\_\_\_\_

Number of Books Wanted \_\_\_\_\_ Estimated Cost Per Book \_\_\_\_\_

## CHAIRPERSON

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

for correspondence

## BILLING ADDRESS

Bill To \_\_\_\_\_

Attn \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

## SHIPPING ADDRESS

We must have a street address as we cannot deliver to a P.O. Box.

Ship To \_\_\_\_\_

Attn \_\_\_\_\_

Street Address \_\_\_\_\_ Ste. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day # (\_\_\_\_) \_\_\_\_\_

Check one:  Commercial  Residential address

E-mail \_\_\_\_\_

for shipment notification

## ALTERNATE ~ MUST BE LISTED

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

**Changes or Corrections** – attach pages if necessary \_\_\_\_\_

## Reprint Terms:

**Production:** Morris Press Cookbooks, hereafter referred to as the Company, assumes responsibility for scheduling and production; normal production time is **25-30 business days** after we receive the order. However, the Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, or any other reasonable causes.

**Corrections:** The Company will assume responsibility to correct all errors in the originally submitted copy if customer provides corrections at time of reprint order. Changes or additions to originally submitted material is subject to additional charges. Call for pricing.

**Shipping:** The Company will prepay the freight on all cookbook orders in the continental United States, and shipping charges will be added to the Customer's invoice. The Customer will receive 3% FREE cookbooks which, when sold at suggested selling price, will help defray shipping charges within the continental USA. Orders are shipped via UPS, parcel post (media mail), or motor freight carrier (truck). The Customer may request faster service, (i.e., bus, air freight, etc.) with all charges added to the invoice, but will only receive 3% free books. As is customary in the printing trade, all orders are subject to a 10% overrun/underrun factor and will be shipped and invoiced accordingly.

Under no circumstances are books to be returned without the Company's written approval. Books damaged in shipping must be reported within 7 days. Defects in books not due to shipping must be reported to the Company within 90 days. The Company reserves the right to repair, replace, or credit defective books.

**Payment:** Credit terms do not apply to reprints. Customers will be invoiced on the day of shipment. Payment is due upon receipt of invoice and overdue 37 days from shipping date. All accounts over 37 days will be charged 1.5% interest per month (18% per annum). Individuals, family groups, and others may be required to pay half the cost when reprint order is placed, with the balance due before shipment. If collection services are necessary to collect overdue accounts, the Customer is liable for collection fees.

**Conditions:** This *Cookbook Reprint Order Form* is a binding contract between the Company and the Customer; no other statements or oral agreements are binding. Cancellations after this order form is received will still hold the customer responsible for costs incurred by the Company concerning actual preparation and/or production on the order. We reserve the right to accept or reject all order applications.

We have read the above and authorize the Company to print a cookbook in accordance with information furnished on this Order Form.

**Form must be completed and signed by 2 adult representatives** (production will not begin until form is completed and signed).

Organization \_\_\_\_\_

Chairperson \_\_\_\_\_ S.S.# \_\_\_\_\_ Date \_\_\_\_\_

Alternate \_\_\_\_\_ S.S.# \_\_\_\_\_ Date \_\_\_\_\_