



3212 E. Hwy. 30 • P.O. Box 2110  
Kearney, NE 68847  
800-445-6621 • Fax: 308-234-3969

# CHECKLIST

## to prepare order

### STEP 1 – GET STARTED

- Order a **FREE** Cookbook Kit by calling **800-445-6621**.
- Create a cookbook committee and delegate tasks to help prepare the different parts of your cookbook.
- Decide how you want to submit your recipes and order. See *3 Ways to Submit Recipes* on our web site or in our guide.

### STEP 2 – COLLECT & SUBMIT RECIPES

- If using typensave<sup>®</sup>, create an account at [www.typensave.com](http://www.typensave.com). This is the **fastest and easiest** method!
- If you want us to typeset your recipes, request our Starter Material, which includes *Recipe Collection Sheets* to assist you. You may also print Starter Material from our web site's *Download Center*.
- If creating press-ready pages, follow our *Press-Ready Cookbook Pages Guidelines* from our web site's *Download Center*.
- Proof recipes for accuracy and consistency and arrange them in the **exact order** you want them to appear in each category.

### STEP 3 – CHOOSE FORMAT & OPTIONS

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

### STEP 4 – DEVELOP PERSONAL PAGES

- If using typensave<sup>®</sup>, upload photos, choose artwork, and build your personal pages, title page, and mail-order page.
- Write content and provide photo(s) for your personal pages. Use *Personal Page Sheets* to assist you.
- Choose personal page artwork and complete title page and mail-order form content on the *Cookbook Order Form*.

### STEPS 5 & 6 – CHOOSE COVER & DIVIDER DESIGNS

- Choose one of 3 cover styles: soft cover, hardback, or 3-Ring. Select cover options that may apply.
- Choose non-tabbed or tabbed dividers. If choosing non-tabbed, you may upgrade to heavier paper.
- For cover and divider designs, choose from full-color stock designs, select a Designer Series or one-color template, use our **FREE** art service, or submit a press-ready custom design. If you submit custom designs, follow our *Press-Ready Cover Guidelines* and *Divider Guidelines* (print from our *Download Center*). If using our art service, use our *Cover Information Sheet* to indicate wording and layout (on *Download Center*).

### STEP 7 – CHOOSE EXTRAS

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

### STEP 8 – PLACE YOUR ORDER

- Decide how many books to order and submit your completed and signed *Cookbook Order Form*, recipes, and any required custom material. If using typensave<sup>®</sup>, you will be able to place your order online. Call **800-445-6621** if you need help.
- Upon receipt of your order, we will send a confirmation email. You will have the opportunity to approve a proof before printing. Changes to originally submitted material can be 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.

### MAKE SALES

- Print our **FREE** sales tools from our web site's *Download Center*. Once you receive your cookbooks, create a **FREE** listing at [www.cookbooks4sale.com](http://www.cookbooks4sale.com). Send buyers to your online page to make more sales!