



# PERSONAL PAGES

Per book price

**TITLE PAGE – FREE;** cookbook title and subtitle will be included on the title page, as listed under **Cover Design**.

Information to be included on title page: Organization name \_\_\_\_\_  
Address \_\_\_\_\_ Web address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## PERSONAL PAGES – Complete all information below.

Provide signed *Release Form* if submitting custom art/photos/logos.

**Design:**  Blossoms  Checks  Classic  Culinary  Hearts & Bows  Heavenly  Paws  Ribbon  School Days  Vineyard  No Art

**Pages:**  Need to be typeset by Morris Press  All press-ready (customer is providing – enclose)  
 Some pages are press-ready, some need to be typeset (enclose and provide instructions)

List personal pages in the order they should appear, including blank pages (provide page headings so we can identify). Page 1 is placed on the back of the title page. 4 pages are **FREE**. Extra pages may be added for a charge – see below. If you have more than 4 pages, please provide and number pages so we place them in the correct order.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Number of personal pages over 4 ..... # extra pages \_\_\_\_\_ x 4¢/page (per book)  
Photos/artwork in personal pages printed in black ink: **1 FREE** ..... # extra images \_\_\_\_\_ x 2¢/image (per book)  
Photos/artwork in personal pages printed in multi- or full-color ..... # images \_\_\_\_\_ x 10¢/image (per book)

## MAIL ORDER PAGE

Yes, include a **FREE** mail order page. Complete information you want to appear below.

Cookbook title will be included on the mail order page, as listed under **Cover Design**.

Organization name \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (optional) (\_\_\_\_\_) \_\_\_\_\_  
Web or e-mail address \_\_\_\_\_ Selling price/book \$ \_\_\_\_\_ S/H \$ \_\_\_\_\_

**INDEX** – Index of Recipes is automatically included.  Check box to also include a **FREE** Index of Contributors.

# COVER DESIGN

## FRONT COVER WORDING

Wording for Cover Title \_\_\_\_\_ Typestyle \_\_\_\_\_  
Wording for Subtitle \_\_\_\_\_ Typestyle \_\_\_\_\_  
Wording on Spine \_\_\_\_\_ Typestyle \_\_\_\_\_  
wording on spine for 3-Ring only  Have art department select typesyles

## FULL-COLOR STOCK COVER

**Full-Color Stock Cover #** \_\_\_\_\_ Specify ink color for title/subtitle \_\_\_\_\_ **FREE**  
**See more covers online.** If none specified, ink color shown in our guidebook/web site will be used.

## CUSTOM COVER – Skip entire section if ordering a full-color stock cover above.

**Specify Custom Design Details:** Provide signed *Release Form* if submitting custom art/photos/logos.

Use press-ready art (enclose)  
 Designer Series Cover Template: # \_\_\_\_\_ (enclose photo; includes full-color printing) ..... 20¢/book  
 One-color cover template:  C8  C9 (enclose photo)  
 Design cover from our artwork, photos, or ideas (enclose material and provide written details)

### Specify Ink Colors for Custom Front Cover Only

One in-house ink color: specify ink \_\_\_\_\_ **FREE**  
 Multi- or full-color: specify \_\_\_\_\_ 20¢/book  
 Foil Stamping (in addition to other ink printing) – specify color:  Gold  Silver  
200 books = 80¢/book; 300 books = 75¢/book; 500 = 55¢/book; 1,000 = 35¢/book; 2,000 = 25¢/book; 3,000 books = 20¢/book ...

### Specify Custom Back Cover Printing – will be white if no selection is made

One in-house ink color: specify ink \_\_\_\_\_ 10¢/book  
 Multi- or full-color: specify \_\_\_\_\_ 20¢/book

**Note:** Designer Series Covers include **FREE** matching full-color back covers as long as no changes are made.

Vertical pricing column with horizontal lines for entering prices.



Total all per book prices here to figure **COST PER BOOK** .....

**MISC.**

Per order price

- Mailing Boxes for single books:** Sold in cases of 10..... # cases \_\_\_\_\_ x \$8.50/case
- Padded Mailing Envelopes:** Sold in cases of 25 (not available for 3-Rings) ..... # cases \_\_\_\_\_ x \$18/case
- Counter Displays:** Sold individually..... # displays \_\_\_\_\_ x \$2.00/each

**PRODUCTION TIME**

- Normal Production Time of 35-45 business days (7-9 weeks)
- Recipes submitted using typensave® take 20-25 business days (4-5 weeks): Online Acct #T \_\_\_\_\_
- RUSH Service** – we typeset recipes = 25 business days (5 weeks); typensave® = 20 business days (4 weeks)  
**RUSH orders incur a 15% upcharge or \$200 minimum charge (whichever is greater).**

**FL and NE orders** will be charged sales tax. Check if delivery will be:  Inside city limits  Outside city limits  
 To avoid paying sales tax, Nebraska orders must submit Form 13, and Florida orders must submit Form DR-13 or DR-14.

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Coupon Discount: \_\_\_\_\_ x \_\_\_\_\_ = ..... (\_\_\_\_\_)  
 Attach coupon. discount number of books Subtract this amount.

typensave® discount: 25¢/book x \_\_\_\_\_ (\$300 max.) = ..... (\_\_\_\_\_)  
 number of books Subtract this amount.

**Families, individuals, and businesses must include a 50% down payment.**

**ORDER AGREEMENT**

**TERMS:** Morris Press Cookbooks, hereinafter referred to as the Company, agrees to publish an original, custom cookbook in accordance with information furnished on this order form. The purchaser, hereinafter referred to as the Customer, agrees to furnish all recipes and custom material to be published in the Customer's cookbook. This order form is a binding contract between the Company and the Customer. If the Customer cancels, the Customer is responsible for any preparation and production cost incurred by the Company. The Company reserves the right to accept or reject all orders or cancel any order in production for cause. The parties agree that the validity, construction, and performance of this Contract shall be governed by the laws of the State of Nebraska. The Customer hereby irrevocably submits generally and unconditionally to the jurisdiction of any court of competent jurisdiction in Nebraska for any dispute concerning or related to the Contract. The Customer further agrees that any action arising from the terms of this Contract shall be filed exclusively in a court of competent jurisdiction in Nebraska. Customer further consents to venue in Nebraska and waives any rights to challenge venue in Nebraska.

**Rush Service:** If the Customer uses the RUSH Service, a 15% upcharge (\$200 minimum) will be incurred. *Full terms of the Company's normal and RUSH production are stated in our Cookbook Publishing Guide and apply to this contract.*

**SHIPPING:** The Company prepays freight on all orders, with shipping charges added to the Customer's invoice. The Customer will receive 3% **FREE** cookbooks which, when sold, will help defray normal shipping charges. Orders are normally shipped via UPS or truck line to one address. The Customer may request faster service with all charges added to the invoice. Shipments to AK, HI, and APO/FPO addresses will be sent the most economical way, As is customary in the printing trade, all orders are subject to a 10% overrun and underrun and will be shipped and billed accordingly. The Customer's cookbook is a custom manufactured product; therefore, 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 damage, must be reported to the Company within 90 days. The Company reserves the right to repair, replace, or credit defective books.

**PAYMENT:** Credit terms apply to recognized non-profit organizations, subject to our approval. One-half of the total bill will be due 37 days from ship date with the balance due 90 days from ship date. Families, individuals, businesses, orders from APO and FPO addresses, and others are required to pay one-half the cost at the time the Customer sends the order, with the balance due before books are shipped. Accounts more than 90 days past due are subject to 1.33% interest per month (16% per annum). If collection services are needed to collect overdue accounts, the Customer is liable for any fees incurred. NE and FL orders only: To avoid paying sales tax, NE orders must submit Form 13 (NE Exempt Sales Certificate). FL orders must submit Form DR-13 (Resale Certificate) or DR-14 (Consumer's Certificate of Exemption).

**ERRORS & CHANGES:** The Company may use its judgment on design of artwork and cover if no definite instructions are given. Material submitted inadequately by the Customer or inadequate proofing by the Customer may result in errors that are not the Company's fault. The Company cannot be held responsible for changes after the book is in production. Changes can be made if a reprint is ordered. Errors that are the Company's fault will be corrected for free.

**INDEMNIFICATION:** The Customer warrants that releases have been obtained to reproduce any and all copyrighted or trademarked material submitted for reproduction. The Customer shall defend, indemnify, and hold the Company, its subsidiaries, and its authorized representatives, harmless against all claims, suits, costs, damages, judgments, attorney fees, license fees, settlements or expenses incurred, claimed, obtained or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of the cookbooks.

**Order form must be signed by two representatives, even if paid in full. Submit with your recipes and any other required material.**

**Complete all information below, including 2 unrelated adult signatures responsible for payment (only 1 needed for family cookbooks).**

We (the Customer) have read and agree to the Order Agreement above and authorize the Company to print a cookbook according to the specifications on this order form. We understand it is our responsibility to make sure the bill is paid. **Please print clearly and sign.**

Name 1 \_\_\_\_\_ **X** Signature \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Day Phone (\_\_\_\_\_) \_\_\_\_\_

Name 2 \_\_\_\_\_ **X** Signature \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Day Phone (\_\_\_\_\_) \_\_\_\_\_

Organization \_\_\_\_\_

Credit terms apply to recognized non-profit organizations, subject to our approval (credit application may be required); otherwise 50% down payment is due with the order.