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COOKBOOK ORDER FORM

PRINT CLEARLY IN BLACK INK.



For Office Use Only

Book # _____

Date Rcd _____

Rush TNS Regular

9-23 WEB

Group _____ Organization Family Individual Business

City _____ State _____ Zip _____ Day Phone (_____) _____

Send Proofs to: Chairperson Alternate Shipping Address (Correspondence, including proof, will be sent to chairperson unless otherwise noted.)

CHAIRPERSON

ALTERNATE – Required for Organizations

Name _____

Name _____

Street Address _____ Apt. _____

Street Address _____ Apt. _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Home # (_____) _____ Work # (_____) _____

Home # (_____) _____ Work # (_____) _____

Fax # (_____) _____ Cell # (_____) _____

Fax # (_____) _____ Cell # (_____) _____

E-mail _____

E-mail _____

Required for proofs and correspondence

E-mail chairperson cookbook discounts, special offers, and updates.
 Guaranteed 100% privacy. Your info is never sold or rented. Unsubscribe any time.

E-mail me special offers from our sister companies:
 Simply Cookbooks – small cookbook orders (simplycookbooks.com)
 School Mate – planners & other school products (schoolmate.com)
 Morris Publishing – self-publishing (morrispublishing.com)

BILLING ADDRESS

SHIPPING ADDRESS – NO PO Boxes

Bill To _____

Ship To _____

Attn _____

Attn _____

Mailing Address _____

Street Address _____ Ste. _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Day # (_____) _____ Fax # (_____) _____

Day # (_____) _____

E-mail _____

Check one: Commercial Residential address

Required for shipment notification > E-mail _____

COOKBOOK STYLE/BASE PRICE p. 19

RECIPES _____ # BOOKS ORDERED _____ (100 minimum order)

COVER STYLE: Soft Cover Hardback Padded 3-Ring Binder *Base Price

*See enclosed Price Sheet or website for prices. Add EZel™ Bookstand in 3-Ring Cookbook (p. 19) 80¢/book

RECIPE PAGES p. 4-15

PAPER White paper FREE Cream paper 35¢/book
 All recipe pages and personal pages will be printed in black ink.

RECIPE FORMATS (p. 7-11) All formats are FREE. Save 20¢/book with F15.

F1 F2 F4 ~ circle one art option for F4: Checks Classic Culinary
 F7 ~ circle one FREE art option below – F thru Q, No Artwork, or Custom Artwork (p. 8)

No Artwork \$60....
 F G H I J K L M N O P Q Custom Artwork

F8 F9 F21 F22 F23
 F15 Discount Recipe Format (Non-continued recipes and fillers NOT available)..... Subtract 20¢/book

RECIPE PAGE OPTIONS

Include Non-continued Recipes (not available for F15; see p. 13) 20¢/book
 Include Recipe Subcategories (p. 15) 5¢/book
 Include Recipe Notes (p. 14) 25¢/book
 Include Recipe Symbols (p. 14) 5¢/book
 Include Recipe Fillers (p. 13) Available with non-continued recipes only 15¢/book
 Complete one: Stock filler set name _____ Custom fillers (enclose)

Per book price

PERSONAL PAGES p. 16-17

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 (p.17) – Complete all information below.

Provide signed *Release Form* (p.17) 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 6¢/page (per book) _____
 Photos/artwork in personal pages printed in black ink: **1 FREE**..... # extra images _____ x 5¢/image (per book) _____
 Photos/artwork in personal pages printed in multi- or full-color # images _____ x 10¢/image (per book) _____

MAIL ORDER PAGE (p.17)

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 (p.17) Index of Recipes is automatically included. Check box to also include a **FREE** Index of Contributors.

COVER DESIGN p. 18-41

FRONT COVER WORDING

See typestyles on p. 41

Wording for Cover Title _____ Typestyle _____

Wording for Subtitle _____ Typestyle _____

Wording on Spine _____ Typestyle _____

wording on spine for 3-Ring only

Have art department select typestyles

FULL-COLOR STOCK COVER (p.21-32)

Full-Color Stock Cover # _____ Specify ink color for title/subtitle _____ (p. 41)..... **FREE**
See more covers online. If none specified, ink color shown in our guidebook/website will be used.

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

Specify Custom Design Details: Provide signed *Release Form* (p. 34) if submitting custom art/photos/logos.

Use press-ready art (p. 34 – enclose)

Designer Series Cover Template (p. 35-37) # _____ (enclose photo; includes full-color printing) 25¢/book

One-color cover template (p. 39) C8 C9 (enclose photo)

Design cover from our artwork, photos, or ideas (p. 34 – enclose material and provide written details)

Specify Ink Colors for Custom Front Cover Only (see p. 41 for in-house inks)

One in-house ink color: specify ink _____ **FREE**

Multi- or full-color: specify _____ 25¢/book

Foil Stamping (in addition to other ink printing) – specify color: Gold Silver

200 books = \$1.30/book; 300 books = 95¢/book; 500 = 65¢/book; 1,000 = 45¢/book; 2,000 = 35¢/book; 3,000 books = 30¢/book...

Specify Custom Back Cover Printing – will be white if no selection is made (see p. 41 for in-house inks)

One in-house ink color: specify ink _____ 15¢/book

Multi- or full-color: specify _____ 25¢/book

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

BINDING & LINER OPTIONS p. 40

Per book price

PRINTED LINERS ON INSIDE FRONT/BACK COVER (for hardback or 3-Ring only; see p. 40)

Note: Standard white or cream liners will be used if printed liners not ordered (will match color of pages).

Full-color stock liner: L1a L5 35¢/book

Provide signed *Release Form* (p. 34) if submitting custom art/photos/logos.

Custom one-color design (enclose art): specify ink (p. 41) 25¢/book

Custom multi- or full-color design (enclose art; enclose signed waiver, available on website)..... 55¢/book

BINDING (p. 40) – Plastic Comb..... **FREE** Plastic Coil..... **FREE**

for soft cover or hardback only

for soft cover only – 500 recipes or less; no tabbed dividers

Choose color: Black Blue Brown Hunter Maroon Navy Red White

Optional Imprinted Plastic Comb (p. 40)

100 - 299 books = \$1.60/book; 300 - 499 books = 75¢/book; 500+ books = 30¢/book

Wording on Comb Binder

Imprint ink color (p. 40) Imprint Typestyle (p. 41)

DIVIDER SELECTION p. 20-41

FULL-COLOR STOCK DIVIDER SET (p. 21-33)

Non-Tabbed Full-Color Stock Divider Set # **FREE** Printed on heavy-weight paper 35¢/book

Tabbed Full-Color Stock Divider Set # for hardback..... 70¢/book

Tabbed Full-Color Stock Divider Set # for 3-ring..... 60¢/book

CUSTOM DIVIDER SET – Skip entire section if ordering a full-color stock divider set above.

Specify Divider Style (p. 20)

Non-Tabbed Standard Custom Dividers # dividers x 7¢/divider (per book)

Non-Tabbed Heavy Custom Dividers # dividers x 10¢/divider (per book)

Tabbed Custom Dividers for hardback..... # dividers x 25¢/divider (per book)

Tabbed Custom Dividers for 3-ring..... # dividers x 20¢/divider (per book)

Specify Paper Color (p. 38): Blue Canary Cream Gray Green Pink White

Specify Custom Design Details: Provide signed *Release Form* (p. 34) if submitting custom art/photos/logos.

Use press-ready art (p. 34 – enclose)

Designer Series Divider Template (p. 35-36) # (enclose photos and provide wording)

One-color divider template (p. 38): D500 (enclose photos) D511 D513a (enclose photos)

Design dividers from our artwork, photos, or ideas (p. 34 – enclose material and provide written details)

Specify Ink Colors for Custom Divider Fronts Only (see p. 41 for in-house inks)

Black ink **FREE**

One in-house ink color: specify ink # dividers x 5¢/divider (per book)

Multi-color: specify inks,, # dividers x 15¢/divider (per book)

Full-color printing # dividers x 15¢/divider (per book)

Designer Series Divider Template (full-color printing) # dividers x 15¢/divider (per book)

Specify for Custom Divider Backs Only (p. 20)

Blank – keep the backs of our custom dividers blank **FREE**

Print 8 **FREE** pages of standard Helpful Hints on the back of our custom dividers **FREE**

Print custom backs in one-color – same ink as divider fronts (enclose material) ... # dividers x 5¢/divider (per book)

Print custom backs in multi- or full-color (enclose material) # dividers x 15¢/divider (per book)

EXTRAS p. 42-43

COOKING HINTS (p. 43) Place 16 **FREE** hint pages in the back of each cookbook..... **FREE**

RECIPE POCKET ENVELOPES (p. 42) Place one in the back of each cookbook 20¢/book

ADVERTISING PAGES (p. 42)..... # pages x 6¢/page (per book)

If pages are **not** press-ready, a set-up fee applies # pages x \$30/page =

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

PRODUCTION TIME p. 45

Per order price

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

All orders are subject to sales tax. An exempt form must be provided or the customer is liable for sales tax charges.

Special Instructions: _____

Coupon Discount: _____ x _____ = (_____)
Attach coupon. discount number of books Subtract this amount.
typesave® 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 20% 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. 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. All orders are subject to sales tax. An exempt form must be provided or the customer is liable for sales tax.

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.

PRODUCTION: The Company's normal production time for books requiring typesetting is 35-45 BUSINESS DAYS. Production time begins the day *after* the Company receives the complete order. The Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, or any other reasonable causes whatsoever.

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 _____