



COOKBOOK PUBLISHERS
A Division of Boelte-Hall, LLC
4710 Roe Parkway
Roeland Park, KS 66205
1.800.227.7282 / FAX 913.492.5947
cookbookpublishers.com

COOKBOOK ORDER FORM

THIS FORM MUST BE SUBMITTED WITH RECIPES.

GENERAL INFORMATION

☐ Organization (*Qualified organization only*)

☐ Business

☐ Individual

☐ Family

NAME or ORGANIZATION: _____

CITY/STATE/ZIP: _____

CORRESPONDENT

Name: _____

Address: _____

City: _____

State/Zip: _____

Home Phone: _____ / _____

Business Phone: _____ / _____

E-mail: _____

ALTERNATE CORRESPONDENT

Name: _____

Address: _____

City: _____

State/Zip: _____

Home Phone: _____ / _____

Business Phone: _____ / _____

E-mail: _____

PAYMENT & SHIPPING INFORMATION

SEND THE INVOICE TO:

Name: _____

Address: _____

City: _____

State/Zip: _____

Home Phone: _____ / _____

Business Phone: _____ / _____

E-mail: _____

SHIP THE BOOKS TO:

Name: _____

Address: _____

City: _____

State/Zip: _____

Home Phone: _____ / _____

Business Phone: _____ / _____

▶ ▶ ▶ **A STREET ADDRESS IS REQUIRED.** ◀ ◀ ◀

UPS and truck lines cannot deliver to a P.O. Box.

COOKBOOK SPECIFICATIONS

Books _____ Estimated # Recipe Pages (# Recipes divided by 2) _____

☐ Recipes Enclosed

We-Type-It setup fee (\$2.50 per page) _____

BOOK STYLE (*Choose One:*)

☐ Soft Cover ☐ Hardback Cover ☐ Padded 3-Ring Binder

Cover Wording: _____

Wording on Spine (*3-Ring Only*): _____

COVER

A. Standard or Customizable Cover Design Name

☐ Standard or Customizable Cover Design. Design name _____

Photo: ☐ Use Cookbook Publishers Photo Name _____ Included ☐ Use ours\$25 Design Fee

Wording: ☐ Cookbook Publishers, please choose appropriate typestyle. .

☐ Choose typestyle: _____

Ink: ☐ Black ink or ☐ House ink Color

B. Upgraded Cover: Complete this section

Per book price

Outside Front Cover

- ☐ Our artwork is press-ready - or - INCLUDED
- ☐ Cookbook Publishers' art department please design from our mock-up \$25/order
- ☐ Cover Wording Typestyle : _____
- ☐ Black Ink INCLUDED
- ☐ Bleed for soft cover only (*image extends to/beyond the edge of the cover*) \$20/book

C. Other Covers (Soft Cover Style):

- ☐ Inside Front Cover _____ ☐ Inside Back Cover _____ ☐ Outside Back Cover _____
- ☐ Our artwork is press-ready - or - INCLUDED
- ☐ Cookbook Publishers' art department please design from our mock-up \$25/order
- ☐ Wording Typestyle: _____
- ☐ Print our design and/or wording in black ink \$15/book
- ☐ Print our design and/or wording in color \$25/book
- ☐ Bleed for soft cover only (*image extends to/beyond the edge of the cover and is not a solid color*) \$20/book

D. Printed Liners for Hardback Cover and Padded 3-Ring Binder Style

Design: **Choose one** ☐ Table Settings/Napkin Folding ☐ Equivalents/Measurements ☐ Frame ☐ Corners ☐ Our artwork

Ink Color: **Choose one**

- ☐ Black ink \$25/book
- ☐ Color ink \$50/book
- ☐ Specific cover instructions are enclosed

BINDER

- ☐ Plastic Comb Binder (*Soft Cover or Hardback Cover*)
First Color Choice: _____ Second Color Choice: _____ INCLUDED
- ☐ Imprinted Plastic Comb Binder: 100 - 299 books @ \$2.05/book / 300 - 499 books @ \$.85 per book / 500+ books @ \$.55 per book
Ink Color for imprint : _____
Wording: _____
- ☐ Plastic Coil Binder (*Soft Cover only, maximum 202 TOTAL pages*) INCLUDED
First Color Choice: _____ Second Color Choice: _____

DIVIDERS

A. Standard, Customizable or Customer-designed Full Color Dividers (7 per set)

on 80# Satin Text (with our back-ups in black ink)

Design Name _____ INCLUDED

B. Standard, Customizable or Customer-designed Black & White Dividers (7 per set)

on 60# Text (with Cookbook Publishers' back-ups in black ink)

Design Name _____ INCLUDED

For Customizable design dividers, ☐ use Cookbook Publishers' photos

☐ Use our photos # div ____ \$25/divider (per order) INCLUDED

Use Cookbook Publishers' ☐ category names - or - ☐ Use our category names

Appetizers, Beverages - or - INCLUDED

Soups, Salads - or - INCLUDED

Vegetables - or - INCLUDED

Main Dishes - or - INCLUDED

Breads, Rolls - or - INCLUDED

Desserts - or - INCLUDED

Miscellaneous - or - INCLUDED

Standard Divider Design, TABBED. Design Name (7 per set) \$2.10/book

C. Additional Dividers (over 7) - category names (Add as many as needed)

Additional Dividers Over 7 OR With Stock Upgrade

- ☐ 60# White Paper Stock *Black Front/Black Back* - add 2 pages per additional divider to total page count on page 3.
- ☐ 80# Satin Paper Stock (*white stock only*) # div ____ x \$.21/div (per book)
- ☐ Cover Stock (*color of stock, all color dividers are printed on white stock*)
— Color Front/Black Back # div ____ x \$.25/div (per book)
— Black Front/Black Back # div ____ x \$.20/div (per book)

<input type="checkbox"/> Cover Stock with Tabs (<i>color of stock, all color dividers are printed on white stock</i>) _____	Per book price
— Color Front/Black Back # div ____ x \$.30/div (<i>per book</i>)	_____
— Black Front/Black Back # div ____ x \$.25/div (<i>per book</i>)	_____
<input type="checkbox"/> Other — Divider Backs in Color # div ____ x \$.20/div (<i>per book</i>)	_____
<input type="checkbox"/> Bleed at @ 25¢ per book (<i>image extends to/beyond edge of divider</i>) \$.25/book	_____
<input type="checkbox"/> Cookbook Publishers' art department please design from our mock-up # div ____ x \$25/div (<i>per order</i>)	_____

RECIPE PAGES

Choose one format:

- ☐ Traditional ☐ Classic ☐ Welcome Home ☐ E-Z Read
- ☐ Add *Recipes Not Continued* layout with the above INCLUDED
- ☐ Black Tie ☐ Casual ☐ Fanciful ☐ Premiere
- Only available in Recipes Not Continued INCLUDED
- ☐ Economy (*only available in Recipes Continued*) INCLUDED

A. Color Printing on Recipe Pages

Print my recipe titles in house ink # pages ____ x \$.08/page (*per book*) _____

B. Paper Stock - Choose one

- ☐ White 60# paper stock INCLUDED
- ☐ White 80# satin text \$.35/book

C. Recipe Page Options - Choose all that apply:

- ☐ Include Sub-Categories INCLUDED ☐ Include Recipe Icons INCLUDED
- ☐ Include Recipe Notes INCLUDED ☐ Include Contributor Index INCLUDED

TEXT & ART FILLERS (*available with Recipes Not Continued only*):

- ☐ Use Cookbook Publishers' ☐ art or ☐ text fillers. Filler set name _____ INCLUDED
- ☐ Specific Recipe Page Instructions are enclosed.

PERSONAL PAGES

- ☐ We want the following Personal Pages in the front of our cookbook in the following order (*add to total page count below*):
- ☐ Title Page or substitute with _____
- ☐ Expression of Appreciation or substitute with _____
- ☐ Photo or Sketch Page or substitute with _____
- ☐ Officers/Committee Page or substitute with _____
- ☐ Number of additional personal pages in black ink _____
- ☐ Print personal pages in 4/Color # pages ____ x \$.08/page (*per book*) _____
- ☐ Include 12 pages of nutritional information in the back of our cookbook
- ☐ Cookbook Publishers' art department please design from our mock-up # pages ____ @ \$25/page (*per order*) _____
- ☐ Cookbook Publishers scan, crop and place photos/images and add captions # scans ____ @ \$7.00/image or photo (*per order*) _____
- ☐ Specific Personal Page Instructions are enclosed

CALCULATE YOUR BASE PRICE

Estimated # Recipe Pages (# of recipes divided by 2)	_____
Estimated # of Personal Pages above	_____
# of Pages for Additional Black and White Dividers (over 7) on 60# Paper Stock	_____
Nutritional Information Pages (12)	_____
Total Estimated Pages	_____
Estimated Base Price (<i>see Price List for Soft Cover, Hardback Cover, or 3-Ring Binder Cover Style</i>)	_____
Total all per book prices for your COST PER BOOK	_____

ADDITIONAL OPTIONS

- ☐ We want to proof all components of our cookbook copy ☐ e-proof ☐ mailed (adds 3-4 weeks to production) \$40.00 (*per order*) _____
- ☐ E-proof of components other than recipes (*specify under special instructions*) \$30.00 (*per order*) _____
- ☐ We have submitted PRESS-READY inside advertising pages - or - # pages ____ x \$.05/page (*per book*) _____
- ☐ Cookbook Publishers set up our advertising pages from the copy enclosed # pages ____ x \$45.00/page (*per order*) _____
- ☐ We have submitted PRESS-READY cover ads (*ink charges apply. See p. 2*) - or - # pages ____ x \$.05/page (*per book*) _____
- ☐ Cookbook Publishers set up our cover advertising pages from the copy enclosed # pages ____ x \$45.00/page (*per order*) _____
- ☐ Return our artwork/photos \$8.00 shipping and handling _____
- ☐ Return our recipes (*3 months after the cookbooks are shipped*) \$15.00 shipping and handling _____

SPECIAL INSTRUCTIONS

Name to be printed on the order form in the back of your book:

Name: _____

Address: _____ City/State/Zip: _____

Price you will charge for book if known: _____; otherwise this space will be left blank on your order form, to be filled in at your discretion.

If you want the postage changed from \$4.00 please indicate amount: _____

CONTRACT

This Contract MUST BE SIGNED before the order can be processed. Please carefully read the Contract below in its entirety before signing.

Contract Signer is financially responsible for payment of cookbooks.

TERMS & CONDITIONS: Cookbook Publishers, hereinafter referred to as the Company, agrees to print personalized cookbooks to the specifications listed on the Cookbook Order Form, and/or as specified in the Cookbook Creator® online utility. The purchaser, hereinafter referred to as the Customer, agrees to furnish all recipes and other items of specific and personalized nature to be published in the Customer's book. Upon receipt of this Contract, prepayment, and receipt of recipes, this Contract is in effect and binding. If Customer cancels, they will be responsible for any costs incurred by the Company for production time and/or materials invested in the order.

PRODUCTION: The Company assumes responsibility for scheduling and production of the cookbooks. The normal production time is 30 to 40 working days (20 to 25 working days when Customer uses Cookbook Creator®), but the Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, floods, or any other reasonable cause whatsoever.

SHIPPING: The Company will ship by the most economical and dependable method – usually UPS or truck line. The Company will prepay the freight,* then add the charges to the Customer's invoice. *For orders requiring USPS delivery, freight will be paid before books ship. The Company assumes responsibility for packing of the cookbooks. The Customer shall inspect the delivered cookbooks for damage, and verify the number of boxes delivered. Damaged or missing cookbooks must be reported to the Company within 10 days. Under no circumstances are books to be returned to the Company without prior written approval from the Company. Defective books not attributable to shipping damage must be reported to the Company within 60 days after shipment of books. The Company reserves the right to credit, replace, or repair defective books.

OVERRUN/UNDERRUN: Following standard Printing Trade Customs, all orders will be subject to a 10% overrun/underrun factor, so you may not receive the exact number of cookbooks ordered. You will only be billed for those cookbooks actually received.

CORRECTIONS: The Company reserves the right to use its judgment on design of artwork and cookbook cover if no definite instructions are provided. Errors found in the Customer's books

shall be corrected at the Customer's request on the subsequent printing. Any errors found to be the fault of the Company will be corrected free of charge. Any errors found to be the fault of the Customer whether due to material submitted inadequately by the Customer or due to inadequate final proofing by the Customer will be subject to a correction charge. The Company will hold the Customer's original copy for a period of three (3) months, and will return Customer's copy after this period only if requested by the Customer.

PAYMENT: Qualified organizations receive the following terms: one-half of the balance due 30 days after shipment, and the remaining balance due 60 days after shipment. Accounts may be paid in full at any time before invoice due dates. **Businesses, Individuals, and Families must pay one-half of the estimated cost of the order at the time the order is placed, with the balance plus shipping due before the cookbooks are shipped.** Delinquent accounts (those over 90 days) will be subject to 1 1/2% per month interest charges (18% per annum). If collection agency and/or attorney fees are required to collect overdue accounts, the Customer is liable for all collection charges. All orders must be paid in U.S. currency, or by Visa, MasterCard, or Discover credit cards.

COPYRIGHTS & TRADEMARKS: The Customer warrants that releases have been obtained to reproduce any and all copyrighted materials submitted for reproduction. The Customer takes all responsibility for any copyright or trademark infringement regarding use of images or other artwork.

INDEMNIFICATION: The Customer shall indemnify and hold harmless the Company, and its authorized representatives, from any and all loss, cost, expense, and damages on account of any and all claims, demands, actions, and proceedings that may be instituted against the Company on grounds alleging that the said manufacture, use, marketing, or sale of the cookbook violates any copyright, trademark or proprietary right of any person or business. The Customer agrees to, at Customer's own expense, promptly defend and continue the defense of any such claim, demand, action or proceeding that may be brought against the Company.

PLEASE SIGN HERE

We (I) have read the above and we (I) hereby authorize the Company to compile and print a cookbook in the quantity and specifications as stated on this Cookbook Order Form. We (I) understand fully the terms and conditions, and by signing this contract we (I) agree to be responsible for prompt payment within the specified time

ORGANIZATIONS: TWO unrelated adult signatures are required before the order can be processed. One signer must be authorized to make financial decisions. **BUSINESSES, INDIVIDUALS, AND FAMILIES:** One adult signer and 1/2 payment is required before the order can be processed.

PLEASE SIGN HERE. (All fields are required.)

Name (Please Print) _____ Date _____

Signed X _____

SIGNATURE REQUIRED

Title _____ Term Expires _____

Address _____

City _____

State _____ Zip _____

Home Phone (_____) _____

Business Phone (_____) _____

E-Mail _____

Name (Please Print) _____ Date _____

Signed X _____

SIGNATURE REQUIRED

Title _____

Address _____

City _____

State _____ Zip _____

Home Phone (_____) _____

Business Phone (_____) _____

E-Mail _____