

RECIPE CHECKLIST

RECIPE REVIEW	
All recipes are legible at a glance and complete	<input type="checkbox"/>
Recipes are sorted into the proper category	<input type="checkbox"/>
Recipes are on Recipe Forms, full sheets of paper or half sheets of paper – nothing smaller	<input type="checkbox"/>
Recipes on small slips of paper have been taped to larger sheets to keep them organized	<input type="checkbox"/>
Sub-categories, if using, are clearly identified within each category	<input type="checkbox"/>
Recipes are numbered consecutively beginning with #1 in each category	<input type="checkbox"/>
Each recipe category is neatly inserted into its own folder, envelope, or clipped together with a strong clip so they do not get mixed up in transit	<input type="checkbox"/>
We typed our own recipes with U-Type-It™ <i>Online</i> <input type="checkbox"/> Recipes are on Approved status <input type="checkbox"/> We have carefully proofread the recipes from our PDF proof <input type="checkbox"/> We are ready to or have already clicked the “Submit the Order” button in U-Type-It™ <i>Online</i> to send our recipes for printing	<input type="checkbox"/>
COMPLETING YOUR ORDER FORM	
General information is filled in completely, including daytime phone numbers and email addresses where we can be reached	<input type="checkbox"/>
Payment information and a street address is supplied for shipping	<input type="checkbox"/>
The number of books desired and recipes included is noted	<input type="checkbox"/>
All cookbook specifications are noted, including: <input type="checkbox"/> Cover <input type="checkbox"/> Binder <input type="checkbox"/> Divider Choices <input type="checkbox"/> Recipe Format & Options <input type="checkbox"/> Personal Page Information is attached <input type="checkbox"/> Ad Pages (if applicable) are attached <input type="checkbox"/> Artwork is attached or has been uploaded to Cookbook Publishers' website	<input type="checkbox"/>
Two unrelated members of our organization have signed the contract, and at least one is an officer with financial authority	<input type="checkbox"/>
Our Contract signers are not related and have completed all contact information on the Contract	<input type="checkbox"/>
Prepayment of one-half the estimated invoice is included for families, or <input type="checkbox"/> Cookbook Publishers please call for credit card information <input type="checkbox"/> Businesses please call Customer Service for payment terms	<input type="checkbox"/>



Questions? Want help? Need Clarification On Something?

Call Cookbook Publishers at 1.800.227.7282 • Chat With Us Online: www.cookbookpublishers.com

Email Us at info@cookbookpublishers.com