



# Cookbook Express Order Form

PLEASE PRINT CLEARLY IN INK AND COMPLETE THE FORM IN ITS ENTIRETY

# Cookbooks \_\_\_\_\_ Event Date (if any) \_\_\_\_\_

T. 1-800-665-4878 F. 204-224-4410  
info@cookbookprinter.com  
www.cookbookprinter.com

Group Name: \_\_\_\_\_

Organization  Family  Individual  Business

## PRIMARY CONTACT

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/PC: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## SECONDARY CONTACT

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/PC: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## BILLING ADDRESS

**IMPORTANT:** Please supply a current mailing address. The invoice will be mailed as indicated below after your books ship.

Mail to:  Same as Primary  Same as Secondary  Address Below

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/PC: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## SHIPPING ADDRESS

**IMPORTANT:** Please supply a street address where someone is always available during business hours. We cannot ship to a P.O. Box.

Ship to:  Same as Primary  Same as Secondary  Address Below

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/PC: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## Cover Titles

### For the top of your cover:

print clearly the wording that you want printed at the top of your front cover (Max 2 lines)

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### For the bottom of your cover:

print clearly the wording that you want printed at the bottom of your front cover (Max 3 lines)

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## Cover

**Stock Cover Name:** \_\_\_\_\_

### Custom Cover:

- Artwork / Photo / Logo provided.  
Titles to be inserted (as above), designed by Gateway Rasmussen.
- Complete design provided to be printed "as is". Please request page specs before designing.

## Divider Set

- Celebrations                       In The Navy

## Intro Pages

 Please supply as Word doc.

# of pages \_\_\_\_\_ # of photos \_\_\_\_\_

## Coil Binding:

Please specify your binding color choice: \_\_\_\_\_

If unsure, choose "Best Match" to be determined at time of printing.

## Shipping:

 Gateway Rasmussen automatically pre-pays and ships your order via UPS.

U.S. Orders require a Federal Tax ID# \_\_\_\_\_

If you would prefer a different carrier, please specify: \_\_\_\_\_

Account # \_\_\_\_\_

# Terms and Agreement



## Terms & Conditions

**Terms:** Gateway Rasmussen, hereinafter referred to as the 'Company', agrees to publish original, personalized cookbooks in accordance with the information as specified on this order form. The purchaser, hereinafter referred to as the 'Customer', agrees to furnish all recipes and other specific and custom material to be published in the Customer's cookbook.

**Corrections:** The Company reserves the right to use its judgment on design of artwork and the cookbook cover if no definite instructions are given by the Customer. The Company will endeavor to do its best to produce error-free cookbooks. Any errors found to be the fault of the Customer whether due to material having been submitted inadequately by the Customer or due to inadequate final proofing by the Customer is not the fault of the Company. The Company will correct errors if needed in Customer's book on subsequent printing as requested by the Customer. The Company will hold the Customer's original copy for a period of three (3) months, and will return Customer's copy upon written request by the Customer at the time of final payment.

**Production:** The Company assumes responsibility for scheduling and production of the cookbooks with normal production time for online recipe submission books being 4 weeks (20 business days) from the Company's receipt of the Customer's signed Final Proof Approval Form. The Company is not responsible for inability to fill orders due to incomplete order submissions and/or the Customer not responding to contact attempts. 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 prepay the freight on all cookbook orders in the continental United States and Canada, and shipping charges will be added to the Customer's invoice. The Customer will receive 3% FREE cookbooks which, when sold, will help defray normal shipping charges. All additional shipping charges incurred for foreign shipments or for Customer-requested expedited deliveries will be billed to the Customer, but will not be covered by additional free cookbooks.

The Customer shall inspect the delivered cookbooks for damage and will advise Company of damaged or missing cookbooks within 10 days. Under no circumstances are books to be returned to the Company without prior written approval from the Company. The Company reserves the right to repair, replace, or credit defective books.

**Payment:** Credit terms only apply to recognized non-profit organizations, subject to approval. In these cases, one-half of the balance is due 30 days following shipment of the books, and the remaining balance is due 60 days after shipment. Individuals, families, businesses and foreign orders are required to pay a 50% deposit at the time the order is submitted, with the balance due before the books are shipped. All accounts over 90 days will be considered overdue and charged 2% interest per month (26.82% per annum). If collection services are necessary to collect overdue accounts, the Customer is liable for any such fees incurred.

**Copyrights & Trademarks:** The Customer warrants that releases have been obtained to reproduce any and all copyrighted or trademarked material submitted for reproduction.

**Conditions:** This cookbook order form is a binding contract between the Company and the Customer; no other statements or oral agreements are binding. Cancellation by the Customer after this order form is received will still hold the Customer 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 already in production for cause.

**Indemnification:** 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.

Signed  \_\_\_\_\_  
Primary Contact

Signed  \_\_\_\_\_  
Secondary Contact

Date \_\_\_\_\_

Date \_\_\_\_\_

## Payment Method

A 3% surcharge is added to credit card payments unless full balance is paid within 15 days of shipping

VISA       Mastercard       AMEX       Check/Cheque

Card No.: \_\_\_\_\_ Expiry: \_\_\_\_\_

Signature: \_\_\_\_\_ Security Code: \_\_\_ \_\_ \_

This Agreement must be signed before your order can be processed.  
Make a copy for your records of all the pages of this order form including this Agreement.