

# Cookbook Order Form

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

Toll-Free: 1-800-665-4878  
Tel: 204-632-1483  
Fax: 204-224-4410  
Email: info@cookbookprinter.com

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

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

Organization  Family  Individual  Business

## PRIMARY CONTACT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Daytime Tel: (\_\_\_\_) \_\_\_\_\_  
Cell #: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

## SECONDARY CONTACT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Daytime Tel: (\_\_\_\_) \_\_\_\_\_  
Cell #: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

## BILLING ADDRESS

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

Mail to:  Same as Primary  Same as Secondary  Address below  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Daytime Tel: (\_\_\_\_) \_\_\_\_\_  
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: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Daytime Tel: (\_\_\_\_) \_\_\_\_\_  
Cell #: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**IMPORTANT NOTE:** Incomplete information will delay processing of your order.

How did you hear about us?

Google  Facebook  Print Ad  Trade Show  Past Cookbook  Word of Mouth

OFFICE USE ONLY

Date Kit Sent \_\_\_\_\_

Date Order Rec'd \_\_\_\_\_

# Choose Your Features & Options

## Recipe Submission Method

- Online via Gateway Rasmussen Web Site – Administrator Username: \_\_\_\_\_ Password: \_\_\_\_\_
- Print-Ready Materials – Total # of pages: \_\_\_\_\_ (Hard copy proof couriered to Gateway Rasmussen)
- Handwritten or Typed Sheets (one recipe per 8-1/2 x 11" page) - # of Recipes \_\_\_\_\_ (Enclosed)

## 1. Cover Titles

**For the top of your cover:** print clearly the title or wording that you want printed at the top of your front cover (Max 2 lines)

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**(Optional) For the bottom of your cover:** print clearly the title or wording that you want printed at the bottom of your front cover (Max 3 lines)

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Please print clearly and check your spelling.

## 2. Stock Cover/ Divider Set

- Stock Cover / Divider Set (FREE)

Stock Cover / Divider Set Name \_\_\_\_\_  
 Please provide the wording for your front cover in Cover Titles (above).

NOTE: You may change/modify the headings on a Stock Divider for a fee of .10¢ per divider. *Show changes in Special Instructions.*

## 3. Custom Covers – Full Color

**No extra charge for Gateway Rasmussen to help you create your Custom Covers. Must include our company logo on back cover.**

- Artwork / Photo / Logo provided. Titles to be inserted.  
 Please provide the wording for your front cover in Cover Titles (above).

- Complete design provided to be printed “as is”.  
 Must follow Gateway Rasmussen print ready page specifications.

## 4. Custom Dividers – Full Color

- Gateway Rasmussen will help design

\_\_\_\_ Glossy paper - .25¢ per divider  
 \_\_\_\_ Matte paper - .20¢ per divider

- Artwork / Photo / Logo provided. Titles to be inserted.  
 Please provide divider titles in Special Instructions.

- You’ve designed your own dividers

\_\_\_\_ Glossy paper - .15¢ per divider  
 \_\_\_\_ Matte paper - .12¢ per divider

- Complete design provided to be printed “as is”.  
 Must follow Gateway Rasmussen print ready page specifications.

## 5. Custom Dividers – Black & White

- Gateway Rasmussen will help design

\_\_\_\_ Glossy paper - .15¢ per divider  
 \_\_\_\_ Matte paper - .12¢ per divider

- You’ve designed your own black & white dividers

\_\_\_\_ Glossy paper - .08¢ per divider  
 \_\_\_\_ Matte paper - .05¢ per divider

Must follow Gateway Rasmussen print ready page specifications.

## 6. Alternate Dividers

No charge to use Gateway Rasmussen Alternate Dividers.

**Select Your Choice of Paper Color –**

- Cream  Pink  Blue  Yellow  Green  Grey

**Select Your Choice of Alternate Divider –**

- Buffet  Wagon  Borders  Line Art
- Raccoon  Teddy Bear  Sunflower  Sweetheart

## 7. Mix & Match – Summary

Complete this section ONLY if you are using a combination of different Stock choices and/or Custom choices – as a summary of your choices.

- Stock Cover – Choice: \_\_\_\_\_
- Custom Cover
- Stock Dividers – Choice: \_\_\_\_\_
- Custom Dividers
- Alternate Dividers – Choice: \_\_\_\_\_

## 8. Cover Lamination

- Glossy (Shiny) OR  Matte (Dull) - Please check one  
**Outside Front & Back covers are laminated at No Charge - FREE.**
- Double Lamination – Add .50¢ per book

## 9. Recipe Typestyle (FREE) – Please check one

- Cheltenham  Poet  Retro
- Seagull  Teebrush  Classic  Verdana

NOTE: Cheltenham OR Classic are recommended for books with 300 or more recipes in order to reduce page count.

## 10. Footer

The Footer will appear opposite the page number at the bottom of each page within the book. It can be your group’s name, slogan, etc.

- Include  Do Not Include - Please check one

Footer: \_\_\_\_\_

## 11. Intro Pages / Extra Pages

- First 2 black & white Intro pages are FREE

Estimated # of Intro Pages \_\_\_\_\_

# of Photos on Intro Pages \_\_\_\_\_

Color Intro Pages \_\_\_\_ Glossy paper - .15¢ per page

\_\_\_\_ Matte paper - .12¢ per page

Additional Intro/Extra Pages \_\_\_\_\_ \$ 10.00/page (1 time charge)

## 12. Page Fillers

Quips & Quotes used to fill empty spaces throughout the book.

Use Gateway Rasmussen fillers (FREE)

Please select one \_\_\_\_ Cooking Hints \_\_\_\_ Humorous  
\_\_\_\_ Family/Children \_\_\_\_ Inspirational \_\_\_\_ Religious

Use your custom page fillers – to be provided digitally

Please do not include any page fillers

## 13. Advertising

Sponsor Listing Page – B/W # of Pages \_\_\_\_\_ .05¢ /page  
(FREE if one of your 2 FREE Intro Pages)

Customer supplied print ready ad pages

\_\_\_\_\_ # of Business Card ads (3 business cards = 1 page)

\_\_\_\_\_ # of 1/4 page ads (4 ads = 1 page)

\_\_\_\_\_ # of 1/2 page ads (2 ads = 1 page)

\_\_\_\_\_ # of full page ads (1 ad = 1 page)

Total # of pages \_\_\_\_\_ Add .05¢/page for B/W

OR .20¢/page for Color

Gateway Rasmussen will lay out ad pages – Add \$ 25.00/page  
(One time charge)

## 14. Order Form

Printed & included at the back of every cookbook. Contact info for people to order additional copies from your organization.

Include - Contact Info to read:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do Not Include

## 15. Proofreading / Final Proof Approval

Electronic PDF proof – FREE

Unbound 8.5 x 11" proof requested - \$ 25.00 + shipping

Bound actual size proof requested - \$ 50.00 + shipping

Review your proof carefully. A Customer Correction Form will be provided for you to make note of any corrections/changes. A Final Proof Approval Form is sent to you with your proof.

## 16. Coil Binding

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

## 17. Pricing

Promo Code \_\_\_\_\_

You will receive a Preliminary Quote when we receive your recipe submission and order form. A Final Quote will be sent to you for approval prior to printing.

## 18. Shipping

Most orders ship via UPS.

If you prefer a different carrier, please specify

Carrier: \_\_\_\_\_ Account # \_\_\_\_\_

## 19. Special Instructions

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# 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 **X** \_\_\_\_\_  
Primary Contact

Signed **X** \_\_\_\_\_  
Secondary Contact

Date \_\_\_\_\_

Date \_\_\_\_\_

## 20. 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: \_\_\_\_ \_