



## Customer Proof Check List

- **Review the Front Cover** (Make sure the title and wording is correct).
- **Review your Title Page** (The wording should match your front cover).
- **Review all Intro Pages** (Located at the front of the book. Cross check to the material you submitted to ensure nothing has been missed. Make sure the proper photos / logos / crests / etc. have been used and are on the proper pages).
- **Review the Category Listing page.** (If you omitted a divider or if you created custom dividers, please make sure we have the correct categories).
- **Review the recipes** (Cross check against the originals. Things to look for –  
Make sure all ingredients referred to in the method are listed with the ingredients.  
Make sure cooking temperature(s) are given.  
Make sure the method/directions are clear and make sense.
- **Review the spelling of the recipe contributors' names** (Keep names consistent. For example – if Rose Smith has submitted recipes as both Rose Smith and R. Smith – we suggest using Rose Smith on all of her recipes to keep things consistent).
- **Review the Recipe Index** (At the back of the book. The Recipe Index is prepared with the categories listed alphabetically, with the recipes then listed alphabetically within each category).
- **Review the Order Form** (At the back of the book. Make sure we have the correct contact information / address / phone number and/or email address. This is the contact information people will use to reach you if they want to order additional copies of your cookbook. If an Order Form has not been included, and you would like one, please let us know).
- **Review the Back Cover** (If you have done a custom back cover – make sure it has been done correctly).

**Corrections** – Please note – if something within your cookbook has been done incorrectly, we will gladly make the corrections and/or changes at no charge. Corrections and/or changes such as spelling mistakes, missing ingredients, or adding a paragraph to an Intro page will be done at no charge. If, however, extensive editing of a project is requested, an editing fee may apply. (Extensive editing includes such things as re-arranging recipes, creating new recipe groupings, completely re-doing Intro pages – things like that).

**Questions? Call us Toll Free 1-800-665-4878**  
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