



Final Proof Approval Form

Organization/Group/Author's Name: _____

Date: _____ Project No. _____

Please review each of the points listed below and check the box as you complete.

- Covers - Front & Back (Make sure the title/wording is correct and spelled properly)
- Title Page (The wording should match your front cover)
- Intro/History Pages (Right at the front of the book. Make sure nothing has been missed. Make sure correct photos/logos/crests/etc. have been used and have been placed in the correct locations)
- Category List (Make sure the categories match your dividers and page numbers are correct)
- Dividers (Cross check against the Category List. Double check spelling. If you have used Custom Dividers – make sure correct photos have been used. Review spelling on all dividers)
- Recipes (Cross check the recipes against the originals that were submitted. Read through the ingredients to see if all are used in the method. Make sure ingredient quantities are indicated. Are cooking temps shown? Are the directions clear? Check for consistency in contributors' names and make sure just one version is used throughout {For example – Rose Smith or R. Smith})
- Header & Footer (If you have them – they are at the top and bottom of each page. Read through and check for correct spelling)
- Recipe Index (This is at the back of the book. It is prepared with the categories listed alphabetically, with the recipes then listed alphabetically within each category. It is generated automatically)

I/we acknowledge that I/we have seen, reviewed and am/are satisfied with the final proof and price quote for my/our cookbook project provided by Gateway Rasmussen.

I/we acknowledge that Gateway Rasmussen is not liable for any errors or omissions not already conveyed to them.

Signature: _____ Date: _____

On occasion Gateway Rasmussen presents an image of the front cover of a customer's book as an example on our website and/or within our printed and/or digital promotional material. Please let us know if we can use an image of the front cover of your book in our literature and/or on our website and social media pages.

- Yes you may use our cover image No we don't want the extra publicity

Please sign and return this form via Fax (204) 224-4410
Or Email to: info@cookbookprinter.com

****IMPORTANT – Your project will not proceed until Gateway Rasmussen receives this Approval Form dated and signed. Questions? Call Toll Free 1-800-665-4878**