

# Cookbook Order Form

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

CDNCOF11/18



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Email: info@cookbookprinter.com

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

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

Organization  Business  Family  Individual

## PRIMARY CONTACT

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

## SECONDARY CONTACT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ 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: \_\_\_\_\_ Prov: \_\_\_\_\_ 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: \_\_\_\_\_ Prov: \_\_\_\_\_ 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).

## 3. Custom Covers – Full Color

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

- Artwork / Photo 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

- Place Settings Dividers –**  
Full color / You choose category headings (FREE)
- Custom Full Color Dividers**  
\_\_\_\_ We design for you - \$12.00 per divider to design  
+ 30¢ per divider x number of books.  
\_\_\_\_ You've designed your own dividers\* -  
30¢ per divider x number of books.

\* Must follow Gateway Rasmussen print ready page specifications.

## 5. 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 selections.

- Stock Cover – Choice: \_\_\_\_\_
- Custom Cover
- Stock Dividers – Choice: \_\_\_\_\_
- Custom Dividers: \_\_\_\_ Place Settings  
\_\_\_\_ Custom Full Color

## 6. Cover Lamination

- Glossy (Shiny) OR  Matte (Dull) - Please check one
- Outside Front & Back covers are laminated at No Charge - FREE.**

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

- Cheltenham  Classic  Verdana  Classic Landscape

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

## 8. 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: \_\_\_\_\_

## 9. Intro Pages / Extra Non-Recipe Pages

- First 2 black & white Intro pages are FREE

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

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

Add'l Pages – Black & White

\_\_\_\_ We design for you - \$12.00 per page to design

\_\_\_\_ You've designed your own extra pages\*

Add'l Pages – Full Color

\_\_\_\_ We design for you - \$12.00 per page to design

+ 18¢ per page x number of books.

\_\_\_\_ You've designed your own extra pages\* -

18¢ per page x number of books.

\*Must follow Gateway Rasmussen print ready page specifications.



# 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 (on orders over 100, to a maximum of 150 free books) 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 and registered non-profit organizations, subject to approval. In these cases, 50% of the balance is due 30 days following shipment of the books, and the remaining balance is due 60 days after shipment. These terms only apply on orders for registered non-profits with an order total up to a maximum of \$5000.00 dollars. Orders placed by a non-registered non-profit organization are subject to a deposit payment prior to printing. 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. If you are an individual, a family, a business or if you are located outside of Canada and/or the United States you will be required to pay a 50% deposit at the time the order is submitted, with the balance due before the books are shipped.

**Copyrights & Trademarks:** The Customer warrants that copyrights 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 \_\_\_\_\_

## 18. 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: \_\_\_ \_ \_