




Cookbook Order Form

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

USCOF11/18 

472 South 5th Street
Pembina, ND 58271 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 Business Family Individual

PRIMARY CONTACT

Name: _____
Address: _____

City: _____ State: _____ Zip Code: _____
Daytime Tel: (____) _____
Cell #: (____) _____
Email: _____

SECONDARY CONTACT

Name: _____
Address: _____

City: _____ State: _____ Zip 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: _____ State: _____ Zip 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: _____ State: _____ Zip 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)

(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)

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 - \$10.00 per divider to design
+ 25¢ per divider x number of books.
____ You've designed your own dividers* -
25¢ 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 - \$10.00 per page to design

____ You've designed your own extra pages*

Add'l Pages – Full Color

____ We design for you - \$10.00 per page to design

+ 15¢ per page x number of books.

____ You've designed your own extra pages* -

15¢ per page x number of books.

*Must follow Gateway Rasmussen print ready page specifications.

10. 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

11. Ads / Sponsors Listings

- Sponsor Listing Page – B/W # of Pages _____ .06 ¢ / page (FREE if one of your 2 FREE Intro Pages)

- Ad pages –

Black & White _____ .05 ¢ / page x number of books

Full Color _____ .15 ¢ / page x number of books

(If we layout for you –Design fee of \$ 25.00 / page)

(If you set up yourself – No design fee)

12. Photos With Each Recipe

- Black & White Photos - # _____ .50 ¢ / photo for sizing
- Color Photos - # _____ .40 ¢ / photo for sizing
Plus .15 ¢ / page x number of books

13. 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.

14. Coil Binding

Please specify your binding color choice: _____

15. 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.

16. Shipping Most orders ship via UPS.

If you prefer a different carrier, please specify

Carrier: _____ Account # _____

Federal Tax ID # _____

17. Special Instructions

Blank area for special instructions with horizontal lines.

