



# COOKBOOK SPECIALISTS

P.O. Box 247 • 403 Market St. • Audubon, Iowa 50025  
800-383-1679 • 712-563-2661

505 20th Ave SW • Independence, IA 50644  
319-334-9800



Please mail orders to be typed to PO Box 815, Waverly, IA 50677

Visit us online at [www.cookbookspecialists.com](http://www.cookbookspecialists.com)

## COOKBOOK ORDER FORM

Tell us about your cookbook project:  Individual  Family  School  Church  Business  Organization  Recognized Non-Profit  
*(please provide 501(c)3)*

*(Please Print or Type)*

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Cookbook Title/Subtitle \_\_\_\_\_

### CONTACT INFORMATION

PROOF will be sent to Chairperson unless otherwise instructed.

#### CHAIRPERSON

#### ALTERNATE

Name \_\_\_\_\_

Name \_\_\_\_\_

Name of Business \_\_\_\_\_  
(If NOT your home address)

Name of Business \_\_\_\_\_  
(If NOT your home address)

Address \_\_\_\_\_  
(We must have street address - Apt. # or Suite.)

Address \_\_\_\_\_  
(We must have street address - Apt. # or Suite.)

City \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Daytime Phone \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

#### BILLING ADDRESS: (Party responsible for payment)

Name \_\_\_\_\_

Address \_\_\_\_\_  
(We must have street address - Apt. # or Suite.)

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

CUSTOMER WILL PICKUP (at Independence, Iowa) or

SHIP BOOKS TO

Name \_\_\_\_\_

Address \_\_\_\_\_  
(We must have a physical address, not a P.O. Box)

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Number of recipes enclosed \_\_\_\_\_

Date you would like books \_\_\_\_\_

Number of books \_\_\_\_\_

Hard Copy Proof (\$25.00) or

First PDF proof to chairperson's email (FREE)

*Please Note: PDF proof expedites the proofing process*

#### Information to be printed on order coupons in back of your book. (Optional)

Make Checks Payable To \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

1. Price you will charge for book if known \$ \_\_\_\_\_

2. Amount you want for postage and handling \$ \_\_\_\_\_

If the amount is not indicated this space will be left blank on your order coupons  
and you can fill in the amount when you receive your order.

**\*\*PLEASE NOTE - All page numbers are referencing the guidebook\*\***

## BOOK INFORMATION

- Book Base Price from Price Chart:**  Standard Size 5 1/2" x 8 1/2"  Big Book Size 7" x 8 1/2" \_\_\_\_\_
- Online Recipe Submission Discount (15¢ per book on orders 100-499, 25¢ per book on orders 500 or more) \_\_\_\_\_
- Cookbook Specialists types your recipes (page 7) (FREE for orders of 100 or more - \$1.00 per recipe for orders under 100 books)  
If we type your recipes, should we alphabetize them within each category?  Yes  No
- Promo Code \_\_\_\_\_

**Binding Options** (page 15): Plastic coil binding color \_\_\_\_\_ **FREE**  
(other binding options, call for pricing)

## RECIPES

- Title Page:**  Standard or Custom-black ink (FREE)  Custom-full color (5¢) \_\_\_\_\_
- Recipe Design Selection:** 6 choices (page 14) \_\_\_\_\_ **FREE**
- Recipe Typestyle (font) Selection:** 8 choices (page 14) \_\_\_\_\_ **FREE**
- Recipe Format Selection:**
- Continued Recipes (FREE)  Non-Continued Recipes \_\_\_\_\_  
(Recipes may start on one page and finish on another) (Recipes are not continued, which will increase page count. Price adjusted with proof)
- Large Print (page 14) (This will result in more pages, so will be priced on final page count)
- 20# White Bond Paper (FREE) \_\_\_\_\_

## FILLERS

(Available only for non-continued recipe pages)

- Inspirational  Standard  No Fillers \_\_\_\_\_ **FREE**
- Custom Text Fillers (FREE)  Line Art Fillers (\$3.00 each - one time fee) \_\_\_\_\_

## INDEX

- Alphabetical Order \_\_\_\_\_ **FREE**
- Custom Index \_\_\_\_\_

## CATEGORIES

(Divider Titles - Divider Design will be selected on page 4 of the order form)

- Standard Divider Titles (page 9) \_\_\_\_\_ **FREE**
- Custom Divider Titles \_\_\_\_\_ **FREE**
1. \_\_\_\_\_ 5. \_\_\_\_\_
2. \_\_\_\_\_ 6. \_\_\_\_\_
3. \_\_\_\_\_ 7. \_\_\_\_\_
4. \_\_\_\_\_ 8. \_\_\_\_\_
- Additional dividers should be listed below (see page 4 of the order form for pricing)
9. \_\_\_\_\_ 11. \_\_\_\_\_
10. \_\_\_\_\_ 12. \_\_\_\_\_

(price for additional dividers added on pg 4)

Sub-Total

### PERSONAL PAGES

Personal Pages border selection \_\_\_\_\_

Title Page and Table of Contents are not included in the 5 FREE (black ink) Personal Pages

\*Please note color pages (5¢ per page)

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | _____    |

Extra Personal Pages - black ink (3¢ per page), full color (5¢ per page)

- |          |          |
|----------|----------|
| 6. _____ | 8. _____ |
| 7. _____ | 9. _____ |

### VALUE-ADDED SECTIONS

Each Value-Added Section is 25¢ (page 16)

- |   |   |
|---|---|
| <input type="checkbox"/> Cooking & Nutritional                            | <input type="checkbox"/> Household Hints        |
| <input type="checkbox"/> Kid's Kitchen Crafts                             | <input type="checkbox"/> Gifts from the Kitchen |
| <input type="checkbox"/> Nutrition for the Soul (Inspirational Scripture) | _____   |

### MERCHANT AD PAGES

Ads have a one-time fee (page 16)

- |                   |                     |
|-------------------|---------------------|
| 1/4 page ad _____ | x \$10 per ad _____ |
| 1/2 page ad _____ | x \$20 per ad _____ |
| Full page _____   | x \$40 per ad _____ |

### COVER DESIGN

**Front Cover :**

- |   |       |             |
|---|-------|-------------|
| <input type="checkbox"/> Pre-Designed Cover Selection (FREE) _____                  | _____ | <b>FREE</b> |
| <input type="checkbox"/> Custom Cover (FREE) _____                                  | _____ |             |
| <input type="checkbox"/> Inside Front Cover Printing (Black ink 3¢ / Full color 5¢) | _____ |             |

**Back Cover:**

- |  |       |             |
|--|-------|-------------|
| <input type="checkbox"/> Blank (No Printing) on back cover                                 | _____ | <b>FREE</b> |
| <input type="checkbox"/> Back Cover Printing (10¢) or FREE with order of 500 books or more | _____ |             |
| <input type="checkbox"/> Inside Back Cover Printing (Black ink 3¢ / Full color 5¢) _____   | _____ |             |

Sub-Total

**Visit our Blog at [CookbookSpecialists.com](http://CookbookSpecialists.com) for various resources and tips for Merchant Ads and many other helpful cookbook preparation ideas!**

\_\_\_\_\_

**DIVIDER DESIGN**

Total Number of Dividers from page 2 \_\_\_\_\_

**Divider Fronts (Full Color)** (pages 9-13):

- Pre-Designed Divider Selection (printed on white cardstock) \_\_\_\_\_
  - Less than 200 books (25¢ per book)     200 books or more (FREE) \_\_\_\_\_
  - Additional full color dividers over 8 (5¢ per divider) \_\_\_\_\_
- Custom Full Color Dividers (printed on white cardstock) (5¢ per divider) \_\_\_\_\_

**Divider Fronts (Black Ink):**

- Pre-Designed Divider Selection (printed on bond paper) \_\_\_\_\_ **FREE** \_\_\_\_\_
- Additional black ink dividers over 8 (3¢ per divider) \_\_\_\_\_
- Custom Black Ink Dividers (printed on bond paper) (3¢ per divider) \_\_\_\_\_
- Bond Paper Color Selection (subject to availability)
  - white     blue     green     yellow     red     bright blue
- OR** upgrade divider paper to cardstock (5¢ per divider) (subject to availability) \_\_\_\_\_
- white     blue     green     yellow

**Printing on Divider Backs:**

- Black ink (3¢ per divider)                       Full color (5¢ per divider) \_\_\_\_\_

**Book Total** \_\_\_\_\_

***Please make copies of all recipes for your use during the proofing process, as we do not return them.***

**COOKBOOK STANDS** (page 16)

- 1-99 stands (\$2.00 each)     100-199 stands (\$1.75 each)     200+ stands (\$1.50 each) \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CAMERA (PRESS)-READY/COMPUTER-READY COOKBOOK

***We will help you set up your cookbook to meet our requirements.  
Please contact us BEFORE setting up your book to ensure its compatibility.***

If submitting camera (press)-ready or computer-ready,  
your book will be eligible for a 15¢ per book discount on orders of 100-499,  
or a 25¢ per book discount on orders of 500 or more.

Pricing for camera (press)-ready and computer-ready books is based on the dimensions of the book, number of pages, type of paper, full color vs black ink, binding and quantity of books ordered. There may be a one-time design fee for time spent formatting files, if they need to be adjusted before being sent to press.

For information on our standard formatting, please visit our blog "Anatomy of a Cookbook"  
[www.cookbookspecialists.com/anatomy-of-a-cookbook](http://www.cookbookspecialists.com/anatomy-of-a-cookbook)

## Cookbook Page Size:

- Standard Size (5 1/2" x 8 1/2")
- Custom Size Page Size \_\_\_\_\_  
Number of pages \_\_\_\_\_

## Order categories are to appear in the book:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

## Please select which type of book you are submitting:

- Camera (Press)-ready** means we can go from your digital file directly to print. This means you submit the book as a .pdf file from which we print directly or a hard copy which we will scan (at 50¢ per page). **If submitting a .pdf file, Cookbook Specialists cannot be responsible for loss of formatting or font substitution due to incompatibility.** We do not send a proof for camera (press)-ready books unless specifically requested. We strongly recommend you send some sample pages before proceeding too far into the book to be sure it meets our requirements for printing.

**PLEASE NOTE:** If submitting pdf files, please note that we cannot alter your file, so you will not have the option of choosing one of our recipe styles or typestyles (fonts).

- Computer-ready** means you type it and we format it. If submitting a Word document, please type ingredients in one column. A table of contents will be included in the front pages of your book at no charge. Please contact us for a sample of formatting. And we strongly recommend you send some sample pages before proceeding too far into the book to be sure it meets our requirements for printing.

**PLEASE NOTE:** If submitting Word files for us to format, you can select the various options we offer for recipe styles and typestyles (fonts).

We cannot use a Publisher document, but you can convert it to a .pdf file for submission.

Again, please contact us at 800-383-1679 with any questions or concerns  
BEFORE typing your entire book in Word, so we can hopefully address any problems before they occur.

## PAYMENT TERMS

Our terms for recognized non-profit groups (*please provide 501(c)3*) within the USA are one-third due in 30, 60 and 90 days from the invoice date. **Business, individual or family books require 50% deposit with order and balance due before the books are shipped.**

### 50% Deposit

(Families / Individuals / Businesses / Unrecognized Non-Profits)

Check / Money Order enclosed for \$ \_\_\_\_\_

Credit Card Deposit Amount \$ \_\_\_\_\_

Visa             MasterCard             Discover

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV2 \_\_\_\_\_

\_\_\_\_\_  
Name printed on card

\_\_\_\_\_  
Street Address associated with card

\_\_\_\_\_  
Zip Code associated with card

### PRODUCTION:

We (Cookbook Specialists) assume responsibility for scheduling and production of the cookbooks, normal production time is 60 to 90 days after we receive the recipes. However, we reserve the right to adjust production schedules due to heavy seasonal demands, shortages, or any other reasonable causes whatsoever. We cannot promise or guarantee ship dates other than what our information states.

### SHIPPING:

Printed cookbooks are shipped the most economical way for you, and you will be billed for shipping on the cookbook invoice. **As is customary in the printing trade, all orders are subject to up to, but no more than, a 5% overrun and underrun factor and will be shipped and invoiced accordingly.** Under no circumstances are books to be returned without Cookbook Specialists' written approval. Books damaged in shipping must be reported within 7 days. Defective books, not due to shipping damage, must be reported to us within 90 days of ship date. Cookbook Specialists reserve the right to repair, replace or credit defective books.

### CONDITIONS:

Please keep a copy of this form for your records. By signing this order form, you and/or your organization agree to accept full responsibility for payment of this account and accept our payment terms listed above. You, the Customer, agree that if you cancel this order, you are liable for all costs incurred prior to the cancellation. You also attest that all necessary releases and permissions have been obtained for the use of any copyrighted materials submitted for reproduction. By signing this agreement it is understood that you have the express permission from the leaders of the organization to enter into this contract.

Date \_\_\_\_\_

\_\_\_\_\_  
(Chairperson Signature)

\_\_\_\_\_  
(Alternate Signature)

(Two unrelated adult signatures are required for groups or organizations. One adult signature is required for family or personal books.)