

G&R Publishing Material Request Form

Organization: _____

Name: _____

Shipping Address: _____

City: _____

State: _____

Zip: _____

Daytime Telephone: _____

Email: _____

Please Note: We ship by United Parcel Service or Fed Ex. Please supply a street address, if applicable, as they DO NOT DELIVER to post office box numbers.

Send Us:

Recipe Forms _____ Qty.

Category Envelopes _____ Qty.

Advance Sales Coupons _____ Qty.

Sales Posters _____ Qty.

(Limit 10 – Print-out available at www.gandrpublishing.com under downloads.)

Materials will be shipped within 2 to 3 business days after receiving request. Thank you!

The Cookbook Specialists...



507 Industrial Street
Waverly, IA 50677
Phone 800-383-1679 • Fax 800-886-7496
books@gandrpublishing.com

Column 5 Subtotal from Column 4 →

Sales Information page (page 30).....
 No Sales Information page
 Organization: _____
 Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax #: _____
 Email: _____
 Price per book* _____ shipping cost per book* _____
 *If no price is indicated there will be a space for you to fill in your price on each book.

Free Online Advertising (page 32) Yes* No
Would you like your cookbook to be advertised on G&R's web site for 3 months for FREE? Your book cover and contact information will be included.
 * The info from your Sales Information page will be used unless otherwise specified. Please attach info if different from the Sales Information page.

Free Press Release (page 33) Yes No
Would you like G&R to write a custom press release about your cookbook? If so, a short questionnaire will be emailed to you when your books are done. From your answers, we will write and send a custom press release to your local media. You will be able to approve the release before it is sent.

Personal Pages (page 31).....
 (Title Page and Table of Contents are not Personal Pages. Artwork placement and full-color charges apply.)
 Personal Pages border selection _____, 3 choices
 List page description in order you want them to appear
 1. _____ 2. _____ 3. _____
 4. _____ 5. _____
 Extra Personal Pages** (# extra pages _____ x 3¢)
 6. _____ 7. _____ 8. _____
 **If additional pages are needed, please list on a separate sheet & attach.

Artwork or designs enclosed, placement fee, \$9.00 each
 Full Color Personal Pages (page 31).....
 Merchant Ad Pages – Each ad includes text and one graphic (page 32)

Space	Quantity	Price Per Ad
1/4 page	_____ x	\$10 = _____
1/2 page	_____ x	\$20 = _____
Full page	_____ x	\$40 = _____

 Additional artwork enclosed, placement fee \$9.00 each

Binding Options (page 27)
Choose A or B or C or D and corresponding options.
A. **Wire binding** color _____, 12 choices.....
 Book thickness 1" – 1 1/8"..... 35¢
B. **Plastic coil binding** color _____, 11 choices
C. **Perfect binding** with cookbook title on spine
D. **Plastic comb binding** color _____, 6 choices

Book Quantity	Price Per Book	Book Quantity	Price Per Book
100-350.....	35¢	351 and up.....	50¢

 Imprinting on comb binding..... (\$80.00 setup)
 Imprint text _____ (# books x 40¢)

Display Options (page 34)
 Cookbook stands..... (# stands _____ x \$ _____)

Quantity	Price Per Stand	Quantity	Price Per Stand
1-99.....	\$2.00	200 and up.....	\$1.50
100-199.....	\$1.75		

 Counter displays..... (# displays _____ x \$5.00)

Additional charges for custom requests.....
Subtotal →

Subtotal from Column 5 → _____
X # Books _____ = _____
Subtotal _____
+ One-time fees* _____
 *total of green boxes
- 1 Free Photo (Subtract \$9.00) _____
 (for black & white photo only)
+ Rush Order Service Fee _____
Total Cost* = _____
 *This total does not include possible 10% overrun/underrun, customer alteration fees or shipping costs.
50% Deposit (Families/Individuals/Businesses and unrecognized non-profits)
 Check/Money Order enclosed for \$ _____
 Credit card deposit amount \$ _____
 Am Exp Visa MasterCard Discover
 Exp. Date _____
 _____ - _____ - _____
 CVV2 _____
 Name printed on card _____
 Street address of cardholder _____
 Zip Code of cardholder _____
Credit Terms & Order Agreement:
 Our terms for recognized non-profit groups and organizations within the USA are one-third due in 30, 60 and 90 days from the invoice date. **Business, individual or family books require 50% down payment with order and balance due before the books are shipped.**
 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 agree that if you cancel this order you are liable for all costs incurred to that time. You also warrant that all necessary releases and permission have been obtained for the use of any copyrighted materials submitted for reproduction.
 Signature _____ *Chairperson*
 Signature _____ *Alternate*
 Two unrelated adult signatures are required for groups or organizations. One adult signature is required for family or personal books.
Final Checklist:
 1. Are your recipes sorted (and numbered if being typed by G&R) within the categories as you wish them to appear in your cookbook?
 2. Have you made copies of the original recipes to keep for proofing purposes if G&R will be typing your recipes? Recipes sent with your order will not be returned.
 3. Have you enclosed art materials or photographs, if applicable?
 4. Have you completed and signed the order form? Groups and organizations need 2 signatures.
 5. Have you included the name and address of your organization or family on both the inside and outside of the package?

The Cookbook Specialists...



507 Industrial Street
Waverly, IA 50677
Phone 800-383-1679 • Fax 800-886-7496

Cookbook Order Form

For office use only:
 Book # _____ Date Received _____

Individual Family School Church Business Organization Recognized Non-profit
 [501(c)3 needed]
 Group: _____ Requested Due Date: _____ Rush Order Service
 (see guide, page 7)

Chairperson Information

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: (_____) _____
 Work Phone: (_____) _____
 Fax: (_____) _____
 Email: _____

Alternate Information

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: (_____) _____
 Work Phone: (_____) _____
 Fax: (_____) _____
 Email: _____

Billing Address

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: (_____) _____
 Work Phone: (_____) _____
 Fax: (_____) _____
 Email: _____

Shipping Address

home business
 Ship to: _____
 Attn: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: (_____) _____
 Email: _____

Customer Pick-up

Number of Books _____ (100 minimum) **Number of Recipes** _____

We would prefer: Hard copy proof or PDF proof to chairperson's email (2nd proof \$25)

*Please note: PDF proof often expedites proofing process and books will get to production sooner.

Column 1 **Calculate Price per book**

Calculate price per book. Green boxes indicate one-time fees to be added to order subtotal.	
Base Price Per Book* (based on number of recipes and number of books)	_____
*See price chart on page 4 of guidebook	
<input type="checkbox"/> Coupon discount (page 5)..... (subtract discount or indicate special)	_____
<input type="checkbox"/> G&R types your recipes (page 9).....	FREE
<input type="checkbox"/> Recipes submitted on disk, CD or emailed to books@gandrpublishing.com** (subtract discount according to # of books ordered) **as per G&R's guidelines (page 10)	_____
<input type="checkbox"/> Online Recipe Submission (page 8) (subtract discount according to # of books ordered)	_____
<input type="checkbox"/> Recipe Library, selections enclosed (page 33) (include in total # of recipes above).....	FREE
<input type="checkbox"/> as partial content <input type="checkbox"/> as complete content	

Would you like G&R to alphabetize your recipes within each category? Yes!

Subtotal →

Column 2	Subtotal from Column 1 →	Price Per Book
Book Size (page 12)		FREE
<input type="checkbox"/> Standard Size, 5½" x 8½".....		
<input type="checkbox"/> Big Book Size, 7" x 8½"..... 10¢		
Cover Information		
Cookbook Title _____		
Cookbook Subtitle _____ <i>(typically organization name)</i>		
Cover Options (pages 12-25) <i>Choose A or B or C or D and corresponding options.</i>		
A. <input type="checkbox"/> Pre-designed full-color cover with text in color shown (pages 12-23)	FREE	
Cover selection _____		
<input type="checkbox"/> Cover text in colored ink (page 19)		
<input type="checkbox"/> Standard color _____, 10 choices..... 10¢		
<input type="checkbox"/> Custom color, with sample attached 20¢		
B. <input type="checkbox"/> Pre-designed single-color cover (page 25)	FREE	
Cover selection _____, 12 choices		
<input type="checkbox"/> Standard color selection _____, 12 choices	FREE	
<input type="checkbox"/> Custom color, with sample attached 20¢		
Use color selection for:		
<input type="checkbox"/> Background with design in black	FREE	
<input type="checkbox"/> Design with white background.....	FREE	
<input type="checkbox"/> Reverse printing with design in white		
<input type="checkbox"/> Artwork enclosed, placement fee..... \$9.00 each		
C. <input type="checkbox"/> Custom single-color cover (page 24)		
<input type="checkbox"/> Artwork or design enclosed, placement fee.. \$9.00 each		
<input type="checkbox"/> Standard color selection _____, 12 choices	FREE	
<input type="checkbox"/> Custom color, with sample attached 20¢		
Use color selection for:		
<input type="checkbox"/> Background with design in black	FREE	
<input type="checkbox"/> Design with white background.....	FREE	
<input type="checkbox"/> Reverse printing with design in white		
<input type="checkbox"/> Artwork enclosed, placement fee..... \$9.00 each		
D. <input type="checkbox"/> Custom 2, 3 or full-color cover (page 16-17)		
Book Quantity Price Per Book Book Quantity Price Per Book		
<input type="checkbox"/> 100-199..... \$1.00 <input type="checkbox"/> 500-999..... 30¢		
<input type="checkbox"/> 200-299..... 50¢ <input type="checkbox"/> 1000-1999..... 27¢		
<input type="checkbox"/> 300-499..... 32¢ <input type="checkbox"/> 2000 and up.... 22¢		
<input type="checkbox"/> Artwork enclosed, placement fee..... \$9.00 each		
Printing on Back and Inside Cover(s)		
<input type="checkbox"/> Back cover printing* (pages 22-23) 10¢		
*Must be same colors as cover		
<input type="checkbox"/> Artwork enclosed, placement fee..... \$9.00 each		
<input type="checkbox"/> FREE back cover photo with order of 500 books or more (page 23)	FREE	
4" x 6" photo with caption (30 words or less), artwork or text (black and white photo with single-color cover, full-color photo with full-color cover).		
<input type="checkbox"/> Inside front cover <input type="checkbox"/> Inside back cover (page 21)		
<input type="checkbox"/> Black ink <input type="checkbox"/> Black ink ... (# locations _____ x 25¢)		
<input type="checkbox"/> Standard color <input type="checkbox"/> Standard color (# locations _____ x 35¢)		
<input type="checkbox"/> Custom color <input type="checkbox"/> Custom color (# locations _____ x 45¢)		
<input type="checkbox"/> Full-color <input type="checkbox"/> Full-color..... <i>Call for Pricing</i>		
<input type="checkbox"/> Artwork enclosed, placement fee..... \$9.00 each		
Subtotal →		

Column 3	Subtotal from Column 2 →	Price Per Book
Divider Options (pages 12-23, 26) <i>Choose A or B or C or D and corresponding options.</i>		FREE
A. <input type="checkbox"/> Pre-designed full-color dividers orders of 300 books or more		
<input type="checkbox"/> Pre-designed full-color dividers orders of 299 books or less .. 25¢		
Divider selection _____		
<input type="checkbox"/> G&R Standard Divider titles in color shown	FREE	
<input type="checkbox"/> G&R Standard Divider titles in colored ink (page 19)		
<input type="checkbox"/> Standard color _____, 10 choices.. 10¢		
<input type="checkbox"/> Custom color, with sample attached 20¢		
B. <input type="checkbox"/> Pre-designed single-color dividers in black ink (page 25-26)		
<input type="checkbox"/> Dividers printed on heavyweight paper.. (# dividers ___ x 5¢)		
Divider selection _____, 12 choices	FREE	
Divider paper selection _____, 12 choices	FREE	
<input type="checkbox"/> Pastel set <input type="checkbox"/> Classic Colors set		
<input type="checkbox"/> Text & designs in standard color _____, 10 choices..... 10¢		
<input type="checkbox"/> Text & designs in custom color, sample attached 20¢		
C. <input type="checkbox"/> Custom single-color dividers in black ink (page 26)		
<input type="checkbox"/> Dividers printed on heavyweight paper..... (# dividers ___ x 5¢)		
Divider paper selection _____, 12 choices	FREE	
<input type="checkbox"/> Pastel set <input type="checkbox"/> Classic Colors set		
<input type="checkbox"/> Artwork or designs enclosed, placement fee..... \$9.00 each		
<input type="checkbox"/> Text & designs in standard color _____, 10 choices... 10¢		
<input type="checkbox"/> Text & designs in custom color, with sample attached..... 20¢		
D. <input type="checkbox"/> Custom 2, 3, or full-color dividers (page 18)		
Book Quantity Price Per Book Book Quantity Price Per Book		
<input type="checkbox"/> 100-199..... \$1.00 <input type="checkbox"/> 500-999..... 30¢		
<input type="checkbox"/> 200-299..... 50¢ <input type="checkbox"/> 1000-1999..... 27¢		
<input type="checkbox"/> 300-499..... 32¢ <input type="checkbox"/> 2000 and up.... 22¢		
<input type="checkbox"/> Artwork or designs enclosed, placement fee..... \$9.00 each		
Divider Information		FREE
<input type="checkbox"/> G&R's standard divider titles (page 14).....		
<input type="checkbox"/> Custom divider titles (page 14)		
<input type="checkbox"/> for full-color pre-designed dividers or sets 20¢		
<input type="checkbox"/> for single-color pre-designed dividers	FREE	
<input type="checkbox"/> for custom single- or full-color dividers.....	FREE	
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
<input type="checkbox"/> Extra dividers (pages 15 & 26)		
<input type="checkbox"/> Full-color dividers..... (# extra dividers ___ x 10¢)		
<input type="checkbox"/> Single-color dividers..... (# extra dividers ___ x 5¢)		
9. _____		
10. _____		
11. _____		
*If additional dividers are needed, please list titles on a separate sheet & attach.		
Subtotal →		

Column 4	Subtotal from Column 3 →	Price Per Book
Printing on Divider Backs (page 20)		
<input type="checkbox"/> Black ink (8 dividers) 25¢		
<input type="checkbox"/> Standard color (8 dividers) 35¢		
<input type="checkbox"/> Custom color, with sample attached (8 dividers)..... 45¢		
<input type="checkbox"/> 2, 3 or full-color (8 dividers)..... <i>Call for pricing</i>		
<input type="checkbox"/> Additional dividers with back printing..... (# dividers ___ x 5¢)		
<input type="checkbox"/> Artwork enclosed, placement fee..... \$9.00 each		
Page Options (pages 28-29)		
<input type="checkbox"/> Recipe design selection _____, 6 choices (pages 28-29)	FREE	
<input type="checkbox"/> Recipe typestyle selection _____, 8 choices (page 29)	FREE	
<input type="checkbox"/> Continued recipes.....	FREE	
<input type="checkbox"/> Non-continued recipes (page 28)		
<input type="checkbox"/> Religious fillers only <input type="checkbox"/> No religious fillers <input type="checkbox"/> No fillers ..	FREE	
<input type="checkbox"/> Custom page fillers (page 28)		
<input type="checkbox"/> Already typed on disk.....	FREE	
<input type="checkbox"/> Enclosed to be typed by G&R..... 15¢		
<input type="checkbox"/> Line art fillers for non-continued recipes \$2.00 each		
<input type="checkbox"/> Large Print (page 29)		
Recipe Quantity Price Per Book Recipe Quantity Price Per Book		
<input type="checkbox"/> Up to 200 25¢ <input type="checkbox"/> 401-600..... 65¢		
<input type="checkbox"/> 201-400..... 45¢ <input type="checkbox"/> 601-750..... 85¢		
<input type="checkbox"/> White paper	FREE	
<input type="checkbox"/> Cream paper (page 29)		
Recipe Quantity Price Per Book Recipe Quantity Price Per Book		
<input type="checkbox"/> 100-200..... 20¢ <input type="checkbox"/> 401-500..... 50¢		
<input type="checkbox"/> 201-300..... 30¢ <input type="checkbox"/> 501-600..... 60¢		
<input type="checkbox"/> 301-400..... 40¢ <input type="checkbox"/> 601 and up.... <i>Call for Pricing</i>		
<input type="checkbox"/> Inside text ink (page 29)		
<input type="checkbox"/> Black text.....	FREE	
<input type="checkbox"/> Standard color _____, 5 choices 15¢		
<input type="checkbox"/> Custom color, with sample attached 20¢		
Additional Pages (page 30-31)		
<input type="checkbox"/> Title Page (page 30).....	FREE	
<input type="checkbox"/> Standard		
<input type="checkbox"/> Custom		
<input type="checkbox"/> Artwork or design enclosed, placement fee.. \$9.00 each		
<input type="checkbox"/> Full Color Title Page (page 31)	FREE	
<input type="checkbox"/> Table of Contents (page 30)	FREE	
<input type="checkbox"/> Recipe Index (page 30)		
<input type="checkbox"/> Alphabetical Recipe Index	FREE	
<input type="checkbox"/> Contributor's Index..... 20¢		
<input type="checkbox"/> No Index		
<input type="checkbox"/> Value-Added sections (page 30)		
2 or less sections (# sections ___ x 20¢)		
3 or more sections..... (# sections ___ x 15¢)		
<input type="checkbox"/> Cooking & Nutritional Tips <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		
Subtotal →		

Important Deadline Dates

Late summer and fall orders usually require the entire production time of 40 business days or longer since this is our busiest season. During this season, submit your order early to ensure timely delivery of your completed cookbooks.

If you want your books for:	Submit your order by:
Valentine's Day	First week in January
Mother's Day	Third full week in March
4th of July	Third full week in May
Labor Day	First full week in July
Thanksgiving	October 1st (G&R Types) First full week in October (Online Submission or Send Recipe Files)
Christmas	October 31st (G&R Types) Second full week in November (Online Submission or Send Recipe Files)

Rush Order Service

Need your cookbooks faster? Our Rush Order Service will ship your books in 25 business days from the day we receive your order and all materials. Rush Order Service is not available for orders from outside the continental U.S. Faster service may be available if your recipes are pre-typed or submitted via Online Submission. Rush Order Service must be reserved. Please contact our Reservation Manager for more details.

Rush Order Fee: 10% of your order, or \$200 minimum