



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

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 6)

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

Customer Pick-up

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

Number of Books _____ 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

<p>Calculate price per book. Orange shaded boxes indicate one-time fees to be added to order subtotal.</p> <p>Base Price Per Book* (based on number of recipes and number of books)</p> <p><i>*See price chart on page 4 of guidebook</i></p> <p><input type="checkbox"/> Online Recipe Submission (page 8) (subtract discount according to # of books ordered)</p> <p><input type="checkbox"/> G&R types your recipes (for orders of 100 or more, page 9)</p> <p><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)</p> <p><input type="checkbox"/> Coupon discount (page 5)..... (subtract discount or indicate special)</p> <p><input type="checkbox"/> Recipe Library, selections enclosed (page 36) (include in total # of recipes above).....</p> <p><input type="checkbox"/> as partial content <input type="checkbox"/> as complete content</p>	<p>—</p> <p>FREE</p> <p>—</p> <p>—</p> <p>FREE</p>
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If G&R types your recipes, would you like G&R to alphabetize your recipes within each category? Yes! No

Subtotal →

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Column 2	Subtotal from Column 1 →
<p>Book Size (page 12)</p> <p><input type="checkbox"/> Standard Size, 5½" x 8½".....</p> <p><input type="checkbox"/> Big Book Size, 7" x 8½"..... 10¢</p>	<p>Price Per Book</p> <p>FREE</p>
<p>Cover Information</p> <p>Cookbook Title _____</p> <p>Cookbook Subtitle _____</p> <p style="text-align: center;"><i>(typically organization name)</i></p>	
<p>Cover Options (pages 12-28)</p> <p><i>Choose A or B or C or D and corresponding options.</i></p> <p>A. <input type="checkbox"/> Pre-designed full-color cover with text in color shown (pages 12-23)</p> <p>Cover selection _____</p> <p><input type="checkbox"/> Cover text in colored ink (page 19)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Standard color _____, 11 choices..... 5¢</p> <p>B. <input type="checkbox"/> Designer Frame cover with text in color shown (pages 24-27)</p> <p>Cover selection _____ 15¢</p> <p><input type="checkbox"/> Cover text in colored ink (page 19)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Standard color _____, 11 choices..... 5¢</p> <p>C. <input type="checkbox"/> Custom single-color cover (page 28)</p> <p><input type="checkbox"/> Standard color selection _____, 12 choices</p> <p><input type="checkbox"/> Custom color, with sample attached 10¢</p> <p>Use color selection for:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Design with white background.....</p> <p style="padding-left: 20px;"><input type="checkbox"/> Reverse printing with design in white</p> <p>D. <input type="checkbox"/> Custom 2, 3 or full-color cover (page 16) 20¢</p>	<p>FREE</p> <p>FREE</p> <p>FREE</p> <p>FREE</p> <p>FREE</p>
<p>Printing on Back and Inside Cover(s)</p> <p><input type="checkbox"/> Back cover printing* (pages 22-23) 10¢</p> <p style="padding-left: 20px;">*Must be same colors as cover</p> <p><input type="checkbox"/> FREE back cover photo with order of 500 books or more (page 23)</p> <p style="padding-left: 20px;">Photo with caption, artwork or text (black and white photo with single-color cover, full-color photo with full-color cover).</p> <p><input type="checkbox"/> Inside front cover <input type="checkbox"/> Inside back cover (page 21)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Black or standard ink 3¢/location</p> <p style="padding-left: 20px;"><input type="checkbox"/> 2, 3 or full-color 5¢/location</p>	<p>FREE</p>
Subtotal →	

Divider Options (pages 12-27, 29)

Choose A or B or C or D or E or F and corresponding options.

A. Pre-designed full-color dividers orders of 300 books or more

FREE

Pre-designed full-color dividers orders of 299 books or less ..25¢

Divider selection _____

G&R Standard Divider titles in color shown

FREE

G&R Standard Divider titles in colored ink (page 19)

Standard color _____, 11 choices.... 5¢

Additional full-color dividers after 85¢/divider

B. Designer Frame divider with text in color shown (pages 24-27) 5¢/divider

Divider text in colored ink (page 19)

Standard color _____, 11 choices..... 5¢

C. Pre-designed single-color dividers (in black ink) (page 29)

Dividers printed on heavyweight paper..... 5¢/divider

Divider selection _____

FREE

Divider paper selection _____, 12 choices

FREE

Pastel set Classic Colors set

Additional single-color dividers after 83¢/divider

D. Custom single-color dividers (in black ink) (page 29) 3¢/divider

Dividers printed on heavyweight paper.....5¢/divider

Divider paper selection _____, 12 choices

FREE

Pastel set Classic Colors set

E. Custom single-color dividers in standard color (page 29)

_____, 12 choices 3¢ / divider

F. Custom 2, 3, or full-color dividers (page 18)5¢/divider

Divider Information

G&R's standard divider titles (page 15).....

FREE

Custom divider titles (page 15).....

FREE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

*If additional dividers are needed, please list titles on a separate sheet & attach.

Printing on Divider Backs (page 20)

Black or standard color ink 3¢ / divider

2, 3 or full-color 5¢ / divider

Page Options (pages 32-33)

- Recipe design selection _____, 6 choices (pages 32)
- Recipe typestyle selection _____, 11 choices (page 33)
- Continued recipes.....
- Non-continued recipes (page 33) 15¢
 - Religious fillers only No religious fillers No fillers ..
 - Custom page fillers (page 33)
 - Already typed on disk.....
 - Enclosed to be typed by G&R 15¢
 - Line art fillers for non-continued recipes \$2.00 each
- Large Print (page 33)

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¢
- White paper
- Cream paper (page 33)

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....	Call for Pricing
- Inside text ink** (page 33)
 - Black text.....
 - Standard color _____, 5 choices 15¢
 - Custom color, with sample attached 20¢

Organizational Pages (page 34)

- Title Page** (page 34).....
 - Standard
 - Custom
 - Artwork or design in black ink 3¢
 - Full Color Title Page (page 35) 5¢
- Table of Contents** (page 34)
- Recipe Index** (page 34)
 - Alphabetical Recipe Index
 - Contributor's Index..... 20¢
 - No Index
- Value-Added sections** (page 34)
 - 2 or less sections (# sections ___ x 20¢)
 - 3 or more sections..... (# sections ___ x 15¢)
 - Cooking & Nutritional Tips Household Hints
 - Kid's Kitchen Crafts Gifts from the Kitchen
 - Nutrition for the Soul – Inspirational Scripture
- Sales Information page** (page 34).....
 - No Sales Information page
 - Organization: _____
 - Contact: _____
 - Address: _____
 - City: _____ State: _____ Zip: _____
 - Phone #: _____ Fax #: _____
 - Email: _____
 - Website: _____
 - 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.

Price Per Book

FREE

FREE

FREE

FREE

FREE

FREE

FREE

FREE

FREE

FREE

FREE

Free Online Advertising (page 37) 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 37) 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 35).....

(Title Page and Table of Contents are not Personal Pages.)

Personal Pages border selection _____, 5 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.

Image Pages with black ink _____ x 3¢

Image Pages in full color _____ x 5¢

Merchant Ad Pages – Each ad includes text and one graphic (page 36)

Space Quantity Price Per Ad

1/4 page _____ x \$10 = _____

1/2 page _____ x \$20 = _____

Full page _____ x \$40 = _____

Binding Options (page 30-31)

Choose A or B or C or D and corresponding options.

A. Wire binding color _____, 9 choices.....

Book thickness 1" – 1 1/8"..... 35¢

B. Plastic coil binding color _____, 12 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 38)

#5058 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

#5084 Counter displays..... (# displays _____ x \$5.00)

eBook Files (page 13)

Book Quantity Price Per Order

24-199.....\$149

200-399.....\$129

400-599.....\$99

600+ FREE

Additional charges for custom requests.....

Subtotal →

- 1 Free Personal Page with B&W Photos (Subtract 3¢ / book)

Subtotal _____

X # Books _____ =

+ One-time fees* _____

*total of orange shaded boxes

+ 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?

FREE

FREE

5 FREE

FREE

FREE

FREE

FREE

FREE

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

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:

Valentine's Day

Mother's Day

4th of July

Labor Day

Thanksgiving

Christmas

Submit your order by:

First week in January

Third full week in March

Third full week in May

First full week in July

October 1st (G&R Types)
First full week in October
(Online Submission
or Send Recipe Files)

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, and Rush Orders require a PDF proof to help expedite the process. Rush Order Service must be reserved. Please contact our Reservation Manager for more details.

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