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OFFICE USE ONLY ID# \_\_\_\_\_ Project # \_\_\_\_\_

# Family KeepsakeCookbooks

A DIVISION OF GATEWAY RASMUSSEN

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

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Winnipeg, MB R2J 4J8 Toll-Free: 1-800-665-4878 Tel: 204-632-1483 Fax: 204-224-4410 ansakecookhook Email: info@familuk

PRIMARY CONTACT	SECONDARY CONTACT (optional)		
Name:	Name:		
Address:	Address:		
City: Province: Postal Code:	City: Province: Postal Code:		
Daytime Tel: ()	 Daytime Tel: ()		
Cell #: (	Cell #: ()		
Email:	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:	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:	Address:		
City: Province: Postal Code:	City: Province: Postal Code:		
 Daytime Tel: ()	 Daytime Tel: ()		
Cell #: ()	Cell #: ()		
Email:	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

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

Family Name : \_\_\_\_\_

**Cookbook Order Form** 

#### **Choose Your Features & Options** Family Keepsake Cookbooks A DIVISION OF GATEWAY RASMUSSEN **Recipe Submission Method** □ Online via Family Keepsake Cookbooks Web Site – Administrator Username: Password: □ Print-Ready Materials – Total # of pages: \_\_\_\_\_\_(Hard copy proof couriered to Family Keepsake Cookbooks) □ Handwritten or Typed Sheets (one recipe per 8-1/2 x 11" page) - # of Recipes \_\_\_\_\_\_(Enclosed) 1. Cover Titles 5. Mix & Match – Summary Complete this section ONLY if you are using a combination of different For the top of your cover: print clearly the title or wording that you Stock choices and/or Custom choices – as a summary of your selections. want printed at the top of your front cover (Max 2 lines) □ Stock Cover – Choice: □ Custom Cover □ Stock Dividers – Choice: □ Custom Dividers: \_\_\_Place Settings \_\_\_Patriot OR True North (Optional) For the bottom of your cover: print clearly the title or \_\_Custom Full Color wording that you want printed at the bottom of your front cover (Max 3 lines) 6. Cover Lamination □ Glossy (Shiny) OR □ Matte (Dull) - Please check one Outside Front & Back covers are laminated at No Charge - FREE. Please print clearly and check your spelling. 7. Recipe Typestyle (FREE) – Please check one 2. Stock Cover/ Divider Set □ Cheltenham □ Classic □ Verdana □ Classic Landscape □ Stock Cover / Divider Set (FREE) NOTE: Cheltenham OR Classic are recommended for books with 300 or more recipes in order to reduce page count. Stock Cover / Divider Set Name Please provide the wording for your front cover in Cover Titles (above). 8. Footer 3. Custom Covers – Full Color The Footer will appear opposite the page number at the bottom of each page within the book. It can be your family's name, slogan, etc. Our specialty. No extra charge for Family Keepsake Cookbooks to help □ Do Not Include - Please check one □ Include you create your Custom Covers. Must include our company logo on Footer: back cover. □ Artwork / Photo provided. Titles to be inserted. Please provide the wording for your front cover in Cover Titles (above). 9. Intro Pages / Extra Non-Recipe Pages □ Complete design provided to be printed "as is". - First 2 Colour Intro pages are FREE Must follow Family Keepsake Cookbooks print ready page specifications. Estimated # of Intro Pages # of Photos on Intro Pages \_\_\_\_\_ 4. Custom Dividers – Full Color Addt'l Pages – Black & White □ Place Settings Dividers – \_\_\_\_We design for you - \$12.00 per page to design

Full color / You choose category headings (FREE)

### □ Patriot OR True North Dividers –

30¢ per divider x number of books. Full color / you add photos on each.

### □ 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 Family Keepsake Cookbooks print ready page specifications.

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

Addt'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 Family Keepsake Cookbooks print ready page specifications.

## **10. Page Fillers**

Quips & Quotes used to fill empty spaces throughout the book.

- Use Family Keepsake Cookbooks 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. Proofreading / Final Proof Approval

□ Electronic PDF proof – FREE

□ Unbound 8.5 x 11" proof requested - \$ 30.00 + shipping

□ Bound actual size proof requested - \$ 60.00 + 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.

# **15. Special Instructions**

Family KeepsakeCookbooks

# 12. Coil Binding

Please specify your binding color choice:

# 13. 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.

### **14. Shipping** Most orders ship via UPS.

If you prefer a different carrier, please specify Carrier: Account #

#### 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 Conditions: This cookbook order form is a binding contract not responsible for inability to fill orders due to incomplete order between the Company and the Customer; no other statements submissions and/or the Customer not responding to contact or oral agreements are binding. Cancellation by the Customer attempts. The Company reserves the right to adjust production after this order form is received will still hold the Customer schedules due to heavy seasonal demands, shortages, strikes, responsible for any preparation and production cost incurred 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 Indemnification: The Customer shall defend, indemnify, Customer will receive 3% FREE cookbooks (on orders over and hold the Company, its subsidiaries and its authorized 100, to a maximum of 150 free books) which, when sold, will representatives, harmless against all claims, suits, costs, help defray normal shipping charges. All additional shipping damages, judgments, attorney fees, license fees, settlements charges incurred for foreign shipments or for Customer- or expenses incurred, claimed, obtained or sustained by requested expedited deliveries will be billed to the Customer, third parties, whether for intellectual property infringement 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.

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by the Company. The Company reserves the right to accept or reject all orders or cancel any order already in production for cause.

(including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of the cookbooks.

Signed 🗶			Signed 🗶	x V
Primary Contact		Primary Contact Secondary Contact		Secondary Contact
Date			Date	
18. Paym	ent Method			
A 3% surcharge	is added to credit c	ard payments unle	ess full balance is paid v	within 15 days of shipping
□ VISA	Mastercard		□ Check/Cheque	
Card No.:				Expiry:
Signature:				Security Code:
11/2018	This Agreeme	ent must be signed	before your order can be	processed.

Make a copy for your records of all the pages of this order form including this Agreement.

