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# COOKBOOK REPRINT ORDER FORM

Call for a Reprint Price Quote (100 min. order)

**800-445-6621**

Rev. 1-14

For Office Use Only

Book # \_\_\_\_\_

Date Rcd \_\_\_\_\_

Book # \_\_\_\_\_ Group \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Day Phone (\_\_\_\_) \_\_\_\_\_

Number of Books Wanted \_\_\_\_\_ Estimated Cost Per Book \_\_\_\_\_

## CHAIRPERSON

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. \_\_\_\_\_

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

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_

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

for correspondence

## BILLING ADDRESS

Bill To \_\_\_\_\_

Attn \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Day # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

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

## SHIPPING ADDRESS

We must have a street address as we cannot deliver to a P.O. Box.

Ship To \_\_\_\_\_

Attn \_\_\_\_\_

Street Address \_\_\_\_\_ Ste. \_\_\_\_\_

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

Day # (\_\_\_\_) \_\_\_\_\_

Check one: ☐ Commercial ☐ Residential address

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

for shipment notification

## ALTERNATE ~ MUST BE LISTED

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. \_\_\_\_\_

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

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_

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

**Changes or Corrections** – attach pages if necessary \_\_\_\_\_

## Reprint Agreement:

**Conditions:** Morris Press Cookbooks (the Company), agrees to reprint the Customer's original, custom cookbook according to information furnished on this reprint order form and the original order form. This reprint order form is a binding contract between the Company and the Customer. If the Customer cancels, the Customer is responsible for any preparation and production cost incurred by the Company. The Company reserves the right to accept or reject all orders or cancel any order in production for cause.

**Corrections:** The Company will assume responsibility to correct all errors in the originally submitted copy if customer provides corrections at time of reprint order. Changes or additions to originally submitted material are subject to additional charges. Call for pricing.

**Production:** The Company's normal production time to reprint an order is 25-30 BUSINESS DAYS from the day *after* the order is received. The Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, or any other reasonable causes whatsoever.

**Shipping:** The Company prepays freight on all orders, with shipping charges added to the Customer's invoice. The Customer will receive 3% **FREE** cookbooks which, when

sold, will help defray normal shipping charges. Orders are normally shipped via UPS or truck line to one address. The Customer may request faster service with all charges added to the invoice. Shipments to AK, HI, and APO/FPO addresses will be sent the most economical way. **Note:** As is customary in the printing trade, all orders are subject to a 10% overrun and underrun and will be shipped and billed accordingly. Under no circumstances are books to be returned without the Company's written approval. Books damaged in shipping must be reported within 7 days. Defects in books, not due to shipping damage, must be reported to the Company within 90 days. The Company reserves the right to repair, replace, or credit defective books.

**Payment:** Credit terms do not apply to reprints. Customers will be invoiced on the day of shipment. Payment is due upon receipt of invoice and overdue 37 days from shipping date. Past due accounts will be charged 1.5% interest per month (18% per annum). Individuals, families, businesses, and orders from APO/FPO are required to pay half the cost when reprint order is placed; the balance is due before shipping. If collection services are necessary to collect overdue accounts, the Customer is liable for collection fees.

We have read and agree to the Reprint Agreement above and authorize the Company to reprint our cookbook according to the specifications on this reprint order form. We understand it is our responsibility to make sure the bill is paid.

Complete all information below, including 2 unrelated adult signatures responsible for payment (only 1 needed for family cookbooks).

Name 1 \_\_\_\_\_ X Signature \_\_\_\_\_ Date \_\_\_\_\_

Name 2 \_\_\_\_\_ X Signature \_\_\_\_\_ Date \_\_\_\_\_

Please clearly print names.