

**For Office Use Only** Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Prod. # \_\_\_\_\_

☐ Normal Production Time (books typed and proofed by Fundcraft).....**35-50 working days**

☐ Recipes Submitted using Short/Cut™ Typing Program.....**25-35 working days**

☐ Rush Service (Not available during November) .....**25 working days**  
*(Rush Service- 15% upcharge or \$200 minimum, whichever is greater)*



410 Hwy. 72 W. • Collierville, TN 38017  
 www.Fundcraft.com • 800-853-1363

# COOKBOOK ORDER FORM

**IMPORTANT:** This form must accompany your order. If this form is not completed in its entirety, Fundcraft reserves the right to make selections pertaining to color, binder selections, etc., on the customer's behalf. Two (2) Representatives must sign this Order Form. All submission materials must be completed and included with your order. Submission of materials after your order has been received is subject to a \$25 minimum charge and may delay production. Coupons submitted after your order is received cannot be honored.

Name or Organization: \_\_\_\_\_ ☐ Organization ☐ Business ☐ Individual ☐ Family

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

Tennessee Sales Tax Exemption #: \_\_\_\_\_ County: \_\_\_\_\_

*(Tennessee orders will be charged sales tax if no sales tax exemption certificate is submitted with order.)*

## CHAIRPERSON & BILLING CONTACT

## ALTERNATE CHAIRPERSON

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

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

*(Send Proof Copy to this Email)*

## Shipping Information

## Cookbook Specifications

### SHIP COOKBOOKS TO :

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

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: ( ) \_\_\_\_\_

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

Check One:

☐ Commercial Address ☐ Residential Address

*It's better to deliver to a business. Signature may be required for delivery. (Cannot deliver to P.O. Box)*

Number of Recipes in Book: \_\_\_\_\_

\*Number of Books Ordered: \_\_\_\_\_

Base Price Per Book: \_\_\_\_\_

*(\*100 Book Minimum) Please refer to the price chart to make sure you do not have too many recipes for the number of books ordered.*

### Choose Your Cookbook Program (Select One)

☐ Customer Typed Book Using Short/Cut™ Typing Program

Web ID # \_\_\_\_\_

☐ Fundcraft to Type and Proof Recipes — **FREE**

## BINDING

## PRICE PER BOOK

- ☐ Soft Cover with plastic comb binding (Comb Color \_\_\_\_\_).....**FREE**  
see catalog for color options
- ☐ Soft Cover with plastic coil binding (500 recipe maximum) (Coil Color \_\_\_\_\_).....**FREE**  
see catalog for color options
- ☐ Hard Cover with plastic comb binding (200 book minimum) (Comb Color \_\_\_\_\_).....**\$2.75/book**  
see catalog for color options
- ☐ Printing on plastic comb binding (500 book minimum) (Ink Color \_\_\_\_\_).....**60¢/book**  
see catalog for color options
- ☐ Perfect Binding.....**FREE**
- ☐ Three-Ring Padded Notebook (600 Recipe Maximum) (200 book minimum).....**\$4.75/book**
- ☐ Add 3-Ring Notebook Stand.....**50¢/book**
- ☐ Ease-L-Back (one recipe per page - 300 recipe maximum).....**\$2.00/book**

## COVER

## PRICE PER BOOK

Cover Wording TOP: \_\_\_\_\_ Typestyle: \_\_\_\_\_

Cover Wording BOTTOM: \_\_\_\_\_ Typestyle: \_\_\_\_\_

Wording on Spine : *(Three-Ring & Comb Binding Only)* \_\_\_\_\_ Typestyle: \_\_\_\_\_

Design # \_\_\_\_\_ Typestyle # \_\_\_\_\_ Clipart # \_\_\_\_\_ (if applicable)

☐ Fundcraft full-color cover (with black imprint)..... **FREE**

☐ Fundcraft Personalized Photo Cover (with black imprint)..... **25¢/book**

☐ Fundcraft Black and White Front Cover Design..... **FREE**

☐ Imprint Ink Color (on front other than black) (Color Choice: \_\_\_\_\_)..... **\$25.00/order**

☐ Customer Designed Full-Color Front Cover..... **25¢/book**

☐ Customer Designed Black and White Front Cover Design..... **10¢/book**

☐ Imprint Ink Color (on front other than black) (Color Choice: \_\_\_\_\_)..... **\$25.00/order**

## COVER OPTIONS

☐ Customer Designed Full-Color Back Cover (Free on orders of 500 books or more)..... **25¢/book**

☐ Full-Color Print on Inside Front or Inside Back Cover (☐ Inside Front ☐ Inside Back)..... **25¢/book**

☐ Black and White Print on Inside Front, Inside Back or Back Cover..... **15¢/book**  
(☐ Inside Front ☐ Inside Back ☐ Outside Back)

☐ Lamination on Front and Back Cover..... **FREE**  
Choose One: ☐ Glossy ☐ Linen (If no selection is made, the glossy lamination will be used)

☐ Lamination on Inside Front and Inside Back Cover..... **15¢/book**

☐ Gold Foil Stamping or ☐ Silver Foil Stamping (select amount of books below)..... **\$100 stamp fee**

☐ Less than 200 books-**\$1.00/book** ☐ More than 200 books-**55¢/book**

## DIVIDER

☐ Fundcraft full-color divider set (Design # \_\_\_\_\_)..... **FREE**

☐ Optional Divider (1 only) (in select divider sets only)..... **\$35.00 per order**

☐ Fundcraft Personalized Photo Divider (Design # \_\_\_\_\_)..... **20¢ per divider/book**  
(with favorite recipe lists on back) (Please list section titles in space provided at the top of the next page)

☐ Custom full-color divider set..... **20¢ per divider/book**

(Standard Helpful Cooking Hints printed on back at no additional charge) ☐ Omit Backs

Number of Dividers \_\_\_\_\_ (Please list section titles in space provided at the top of the next page)

☐ Fundcraft black and white divider set (up to 8 custom section titles)..... **FREE**

(Standard Helpful Cooking Hints printed on back at no additional charge) ☐ Omit Backs

Design # \_\_\_\_\_ (Please list section titles in space provided at the top of the next page)

☐ Clip Art Number: \_\_\_\_\_ (D63 only)..... **FREE**

☐ Custom black and white divider set..... **10¢ per divider/book**

(Standard Helpful Cooking Hints printed on back at no additional charge) ☐ Omit Backs

Number of Dividers \_\_\_\_\_ (Please list section titles in space provided at the top of the next page)

☐ Standard ink color, other than black (Ink Color \_\_\_\_\_)..... **\$75.00/order**

☐ Standard paper color(non-tabbed dividers only) (Paper Color \_\_\_\_\_)..... **\$75.00/order**

## DIVIDER OPTIONS

☐ Divider backs printed with custom material in black and white..... **10¢ per divider/book**

☐ Divider backs printed with custom material in full-color..... **20¢ per divider/book**

☐ Add tabs (300 book minimum) (☐ Round ☐ Regular)..... **\$1.00/book**

☐ Heavy white card stock, not tabs..... **10¢ per divider/book**

(Not available with Fundcraft full-color dividers)

DIVIDER SECTION TITLES		PRICE PER BOOK
List all Recipe Section Titles:		
1. _____	5. _____	
2. _____	6. _____	
3. _____	7. _____	
4. _____	8. _____	
RECIPE PAGES		
<input type="checkbox"/> Recipe Formats (Choose One: <input type="checkbox"/> F6 <input type="checkbox"/> F7 <input type="checkbox"/> F14 <input type="checkbox"/> F15 <input type="checkbox"/> F16).....		FREE
Please Select One:		
<input type="checkbox"/> Continued Recipe Format (recipes continue to next page).....		FREE
<input type="checkbox"/> Not-Continued Recipe Format (recipes do not continue to next page).....		20¢/book
<input type="checkbox"/> No Fillers		
<input type="checkbox"/> Fundcraft Text Filler or Art Filler (Design _____).....		15¢/book
<input type="checkbox"/> Customer Text Filler or Art Filler (enclosed with the order form).....		25¢/book
<input type="checkbox"/> Recipe Page Graphics (not available for Ease-L-Back) (Graphics Title _____).....		FREE
<input type="checkbox"/> OMIT <input type="checkbox"/> ONLY on Local Information Pages <input type="checkbox"/> ONLY on Recipe Pages <input type="checkbox"/> Local Information & Recipe Pages		
<input type="checkbox"/> Recipe Notes (under recipes - four line maximum).....		25¢/book
(more than four lines will incur an additional cost)		
<input type="checkbox"/> Standard 60# White Paper with Black Ink.....		FREE
<input type="checkbox"/> Off-White Paper with Black Ink.....		20¢/book
<input type="checkbox"/> Designer Background Paper (Choose One: <input type="checkbox"/> flag <input type="checkbox"/> cross <input type="checkbox"/> troops <input type="checkbox"/> pink ribbon).....		75¢/book
<input type="checkbox"/> Extra Long Recipes (could move base cost to next bracket)		
<input type="checkbox"/> Table of Contents Page.....		FREE
<input type="checkbox"/> Recipe Index (alphabetized within category).....		FREE
<input type="checkbox"/> Contributors Index (optional) <input type="checkbox"/> Omit .....		FREE
<input type="checkbox"/> Special Recipe Symbols .....		FREE
RECIPE PROOF COPY (5 Day Proofing Limit - Must Reply to Release Order)		
<input type="checkbox"/> Proof Copy Posted Online.....		FREE
<input type="checkbox"/> Additional Cover or Recipe Proof (posted online).....		\$25.00/proof
<input type="checkbox"/> Hard Copy Proof of Entire Book (mailed FedEx or UPS) .....		\$40.00/proof
<input type="checkbox"/> Hard Copy Proof (no recipes) .....		\$25.00/proof
(cover, customer designed dividers, advertising pages and local information pages only)		
LOCAL INFORMATION PAGES		
<input type="checkbox"/> Four Pages with One Black & White Photo.....		FREE
<input type="checkbox"/> Additional Local Information Pages (# of Pages _____).....		8¢ per page/book
<input type="checkbox"/> Additional Black and White Photos (# of Photos _____).....		8¢ per photo/book
<input type="checkbox"/> Full-Color Photos on Local Information Pages (# of Photos _____) .....		20¢ per photo/book
<input type="checkbox"/> Omit Local Information Pages		
<u>Local Information Pages</u> (This is the order they will appear in book)		
1. _____	6. _____	
2. _____	7. _____	
3. _____	8. _____	
4. _____	9. _____	
5. _____	10. _____	
<input type="checkbox"/> Special Occasion Dedication Page (optional) <input type="checkbox"/> Omit .....		FREE
(Choose One: <input type="checkbox"/> Valentine's Day <input type="checkbox"/> Easter <input type="checkbox"/> Mother's Day <input type="checkbox"/> Memorial Day <input type="checkbox"/> Wedding Day <input type="checkbox"/> Fourth of July <input type="checkbox"/> Family Reunion <input type="checkbox"/> Thanksgiving <input type="checkbox"/> Christmas)		

## MAIL ORDER PAGE

## PRICE PER BOOK

☐ Include or ☐ Omit.....**FREE**  
*(Must complete all information to include page in book)*

Organization Name: \_\_\_\_\_ Selling Price (per book) \$ \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postage/Handling Price \$ \_\_\_\_\_

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

## MERCHANT ADVERTISING

☐ Advertising from Local Merchants (# of Pages \_\_\_\_\_).....**\$40.00/page**

☐ Advertising Pages Camera Ready (# of Pages \_\_\_\_\_) *(submitted in PDF format)*.....**\$20.00/page**

☐ Advertising on Inside Front, Inside Back or Outside Back Covers.....**\$50.00/page**

☐ Photo on Advertising Pages (# of Photos \_\_\_\_\_).....**\$15.00/photo**

## SALES MATERIAL

☐ ISBN Number *(printed on outside back cover)*.....**\$75.00/order**

## COOKBOOK EXTRAS

☐ Clear Plastic Recipe Pocket.....**25¢/book**

☐ Your Cookbook on CD **(25 Cd minimum)**.....**\$3.50/each**

☐ 16-Page Helpful Cooking Hints Section *(optional)* ☐ Omit.....**FREE**

☐ Additional 16-Page Supplementary Inserts .....**25¢/book**

*(Choose One: ☐ Household Hints ☐ Motivational Quotes ☐ Heart Healthy Hints ☐ Devotional Sayings)*

## TERMS AND CONDITIONS

**TERMS OF THE PRINTING ORDER:** Fundcraft Publishing, Inc., hereinafter referred to as the Company, agrees to publish an original, personalized cookbook in accordance with information furnished on this order form. The purchaser, hereinafter referred to as the Customer, agrees to furnish all recipes and personalized material to be published in Customer's cookbook.

**PRODUCTION:** The Company assumes responsibility for scheduling and production of the cookbooks with normal production time for books with For Pennies More™ gourmet upgrades at 35 to 50 WORKING DAYS after the manuscript is received. Shipping time will be delayed if credit is not approved or if the order is not complete and Customer has to be contacted. Fundcraft reserves the right to adjust production schedules due to heavy demands during the holiday season or other peak production times. The Company is not responsible for inability to fill orders due to strikes, shortages of labor or materials, or any other reasonable causes whatsoever. Fundcraft cannot promise or guarantee ship dates other than our normal production time.

**SHIPPING:** The Company will prepay the freight on all cookbook orders in the continental United States, and shipping charges will be added to Customer's invoice. The customer will receive 3% FREE cookbooks in order to help defray shipping costs. Fundcraft does not guarantee to cover freight. Orders are normally shipped via UPS, FedEx or motor freight carrier (truck). Shipping outside the continental U.S. and APO addresses will be via the U.S. Postal Service and the Customer will be invoiced for all shipping costs. The Company cannot promise or guarantee ship dates other than what our information states. Regarding our 25 working day rush shipping schedule – the customer can choose the 25-day rush service which will insure a 15% upcharge or \$200 minimum charge. Keeping proofs longer than five days will delay scheduled shipment of the cookbooks. The customer must ship the proof back to the Company via next day air. If deadlines are met, the cookbooks will be shipped no later than 25 business days after the Company receives the completed order.

**NOTE:** As is customary in the printing trade, all orders are subject to 10% maximum overrun or underrun and orders will be shipped and billed accordingly. Under no circumstances are books to be returned to the Company without first receiving written permission from the Company. Defective books not due to shipping damage must be reported to the Company within 30 days of the shipping date. The Company reserves the right to repair, replace or credit defective books. Failure to make such claim within the stated period shall constitute irrevocable acceptance and an admission that the cookbooks comply with the conditions and specifications.

**CORRECTIONS:** The Company reserves the right to use its judgment on design of artwork and cookbook cover, if no definite instructions are given. The Company will endeavor to do its best to produce error-free cookbooks. However, material submitted inadequately by Customers may result in errors that are not the Company's fault. It is the Company's policy to correct all errors if needed in Customer's book on subsequent printing as requested by the Customer. The Company will hold all original recipe copy furnished by the Customer for six months. It will only be returned upon written request by the Customer at the time of final payment.

**PAYMENT:** The Company requires absolutely no investment or down payment and gives up to 67 days to pay with no interest or other charges. Credit terms apply only to recognized organizations and churches complying with the Company's terms and conditions. Half of the total printing bill will be due 37 days from the shipping date with the balance due 67 days from shipping. Freight charges will be included in the billing. **Individuals, families, businesses and foreign orders are required to pay half the cost at the time the order is submitted, with the balance due before the cookbooks are shipped.** All accounts over 67 days will be considered past due and will be charged 15% interest per month (18% per annum). If collection or legal services are necessary to collect overdue accounts, the Customer is liable for any such fees incurred. All prices are based on U.S. currency. All orders must be paid in U.S. currency.

**CONDITIONS:** This order form is the entire binding contract between Fundcraft Publishing, Inc. and Customer; no other statements or oral agreements are binding. Cancellation after this order form is received will still hold the Customer responsible for costs incurred by the Company concerning actual preparation and/or production on order **(minimum \$25.00 charge)**. Fundcraft reserves the right to accept or reject all order applications or cancel any order already in production for cause.

**COPYRIGHTS & TRADEMARKS:** The customer warrants that releases have been obtained to reproduce any and all copyrighted or trademarked material submitted for reproduction.

**INDEMNIFICATION:** The Customer shall indemnify and hold harmless the Company from any and all loss, cost, expense and damages on account of any and all manner of claims, demands, actions, and proceedings that may be instituted against the Company on grounds alleging that the said printing violates any copyright, trademark or any proprietary right of any person or business. The Customer agrees to, at Customer's own expense, promptly defend and continue the defense of any such claim, demand, action or proceeding that may be brought against the Company.

TWO ADULTS MUST SIGN THIS ORDER FORM *(all information is kept strictly confidential)*

*We have read and agree to the Terms & Conditions above and authorize Fundcraft Publishing to compile a cookbook in accordance with the information provided in this form. We, the undersigned, agree to be responsible for prompt payment within the billing period provided.*

**For credit terms, two authorized adult signers not related are necessary. All orders subject to credit approval on responsible individuals.**

Chairperson: \_\_\_\_\_ Signature *(required)*: \_\_\_\_\_

Home Address *(required)*: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Social Security Number *(required)*: \_\_\_\_\_ Date: \_\_\_\_\_

Alternate Chairperson: \_\_\_\_\_ Signature *(required)*: \_\_\_\_\_

Home Address *(required)*: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Social Security Number *(required)*: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Options *(must select one)*

- ☐ **Credit Terms** · To qualify for 67 day credit terms, the above information must be completed by two (2) adults.
- ☐ **Pay in Advance** · Only one (1) adult must complete the above information, including a signature (SSN not required). 50% down payment is due with the order form; the balance is due in full before the cookbooks are shipped.

*To qualify for 67-day credit terms, social security# and home address are required, otherwise 50% down payment is due with the order. You can include a check, money order or call in your credit card number.*