



# Order Form

Fundcraft Publishing, P.O. Box 340, 410 Hwy 72W, Collierville, TN 38017 Fax 901-853-6196 Phone 800-853-1363

**for office use only**

Date Rec.: \_\_\_\_\_

Prod. No.: \_\_\_\_\_



**IMPORTANT:** This Order Form must be completed in its entirety. If this form is not completed in its entirety, we reserve the right to make selections pertaining to colors, 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. This includes all recipes (hard copy or Short/Cut™), all layout sheets (cover, divider, local information pages), merchant advertising, photos and artwork. 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:** \_\_\_\_\_

- Organization     Family     Individual     Business

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

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

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

**CHAIRPERSON** Primary Contact for Order Questions

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

Street: \_\_\_\_\_

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

Home Phone: (    ) \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

Fax Number: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

**ALTERNATE** in the event the Chairperson is unavailable

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

Street: \_\_\_\_\_

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

Home Phone: (    ) \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

Fax Number: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

**BILLING & CORRESPONDENCE**

The person listed will receive an order acknowledgement.

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

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

Street: \_\_\_\_\_

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

Home Phone: (    ) \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

Fax Number: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

**SHIPPING ADDRESS** **DO NOT LIST A P. O. BOX**

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

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

Street: \_\_\_\_\_

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

Day Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

(check one)  Commercial Address     Residential Address

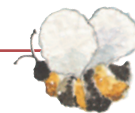
It's better to deliver to a business. Signature may be required for delivery.

**COOKBOOK SPECIFICATIONS**

Number of Recipes in Book:

Number of Books Ordered:

Refer to the price charts in *Recipes for Success* to make sure you do not have too many recipes for the number of books ordered.



### Recipe Collection Options (must select one)

- FREE** Fundcraft Types & Proofs Recipes ..... **FREE**
- Type Using Short/Cut™ Recipe Typing Software ..... **DISCOUNT 25¢ per book!**  
(\$300 maximum savings per order)
- Type Using Short/Cut™ Online ..... **DISCOUNT 25¢ per book!**  
(\$300 maximum savings per order)

WEB ID: \_\_\_\_\_

### Binding Options (must select one binding option)

- Soft Cover** ..... See [Standard Price Chart for base price](#) \$ \_\_\_\_\_
  - FREE** Plastic comb binder ..... **FREE**
  - Plastic coil binder (300 recipe maximum) ..... 20¢ per book
- Hard Cover, plastic comb binder** ..... See [Standard Price Chart for base price](#) \$ \_\_\_\_\_
- Three-Ring Binder cookbook** ..... See [Standard Price Chart for base price](#) \$ \_\_\_\_\_
  - Three-Ring Binder cookbook stand (available for Three-Ring Binder only) ..... 50¢ each
- Ease-L-Back™ cookbook** (300 recipe maximum) See [Specialty Price Chart for base price](#) \$ \_\_\_\_\_
- Wire Casebound cookbook** (500 book minimum) [Price books online at www.fundcraft.com](http://www.fundcraft.com) \$ \_\_\_\_\_

#### Plastic Comb Binder Options (for Hard Cover and Soft Cover binding options only)

- FREE** Binder color (select one):  Black  Red  White  Brown  Dark Green  Dark Blue  Plum **FREE**
  - Imprint on plastic comb binder (500 book minimum) ..... 40¢ per book
- Imprint color (select one):  Black  Red  White  Brown  Dark Green  Dark Blue  Plum
- Typestyle number: \_\_\_\_\_ **SEE RECIPES FOR SUCCESS**
- Binder wording: \_\_\_\_\_  
(may be edited if wording will not fit on binder)

### Cover Options (must select one front cover option)

- FREE** Fundcraft full-color front cover design (attach Cover Layout Sheet with wording) ..... **FREE**
- Design number: \_\_\_\_\_ **SEE RECIPES FOR SUCCESS**      Clip Art number (if applicable): \_\_\_\_\_
- Typestyle number: \_\_\_\_\_ **SEE RECIPES FOR SUCCESS**
- FREE** Front cover imprint, black ..... **FREE**
  - Standard imprint color (select one):  Red  Orange  Kelly Green  Dark Green  
 Teal  Dark Blue  Purple  Plum  Dark Brown  Magenta  Light Blue ..... \$25 per order
  - Custom imprint color: PMS Number \_\_\_\_\_ or provide sample to match ..... \$75 per order
  - Metallic foil stamp emboss (select one):  Gold  Silver ..... \$250 per order
- Custom full-color front cover design** (attach Cover Layout Sheet with instructions) ..... 25¢ per cover, per book
  - FREE** **Custom black & white front cover design** (attach Cover Layout Sheet with wording) ..... **FREE**
- FREE** Print cover with black ink ..... **FREE**
  - Standard imprint color other than black (select one):  Red  Orange  Kelly Green  
 Dark Green  Teal  Dark Blue  Purple  Plum  Dark Brown  Magenta  Light Blue ..... \$25 per order
  - Custom ink color: PMS number \_\_\_\_\_ or provide sample to match ..... \$75 per order
  - FREE** Clip Art number: \_\_\_\_\_ **SEE RECIPES FOR SUCCESS** ..... **FREE**
- FREE** **For All Covers – Print one-color cover with raised ink** (cover cannot be laminated) ..... **FREE**
  - FREE** Liquid lamination on front and back cover ..... **FREE**
  - Plastic lamination on front and back cover ..... 15¢ per book
  - Plastic lamination on inside front and inside back cover ..... 10¢ per book
  - Print additional covers, black & white (select):  Inside Front  Inside Back  Outside Back ..... 15¢ per cover, per book
  - Print additional covers, full-color (select):  Inside Front  Inside Back  Outside Back ..... 25¢ per cover, per book

**Divider Options** (must select one divider set option; *dividers not available for Ease-L-Back™*)

- FREE Fundcraft full-color divider set** (seven standard section titles) ..... **FREE**

(All Fundcraft full-color divider sets include the Favorite Recipes Index on the back)

Design number: \_\_\_\_\_ **SEE RECIPES FOR SUCCESS**

- Add regular tabs\*..... 75¢ per book
- Add round tabs\*..... 85¢ per book

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

Number of dividers: \_\_\_\_\_

- Add regular tabs\*..... 15¢ per tab divider, per book
- Add round tabs\*..... 20¢ per tab divider, per book
- Heavy white card stock, no tabs ..... 5¢ per divider, per book

- FREE Fundcraft black & white divider set** (up to eight custom section titles) ..... **FREE**

Design number: \_\_\_\_\_ **SEE RECIPES FOR SUCCESS**

- FREE** Clip Art number: \_\_\_\_\_ **SEE RECIPES FOR SUCCESS** ..... **FREE**

- Add regular tabs\*..... 10¢ per tab divider, per book
- Add round tabs\*..... 15¢ per tab divider, per book
- Heavy card stock, no tabs (select color):  White  Off-White ..... 5¢ per divider, per book

- Custom black & white divider set** ..... \$15 per divider, per order

Number of dividers: \_\_\_\_\_

- Photos on custom black & white divider sets ..... \$10 per photo, per order
- Add regular tabs\*..... 15¢ per tab divider, per book  
*(\$15 per divider, per order charge **does not apply** for custom black & white tab divider sets.)*
- Add round tabs\*..... 20¢ per tab divider, per book  
*(\$15 per divider, per order charge **does not apply** for custom black & white tab divider sets.)*
- Standard ink color, other than black (select one):  Blue  Green  Red  Brown ..... \$75 per order
- Standard paper color (select one):  Off-White  Gray  Green  Blue  Pink ..... \$75 per order
- Heavy card stock, no tabs (select color):  White  Off-White ..... 5¢ per divider, per book

- FREE Divider backs featuring Favorite Recipes Index** ..... **FREE**

- Divider backs printed with custom material in black & white ..... \$15 per divider, per order
- Divider backs printed with custom material in full-color ..... 20¢ per divider, per book

**Recipe Section Titles** (for all custom and black & white divider options)

(1) _____	(6) _____
(2) _____	(7) _____
(3) _____	(8) _____
(4) _____	(9) _____
(5) _____	(10) _____

**\*The tab divider option is not available when choosing the Wire Casebound binding style.**

## Cookbook Page Options ( Select all that apply to your cookbook order.)

**FREE** Special occasion dedication page  **OMIT** ..... **FREE**

(select one):  Valentine's Day  Easter  Mother's Day  Memorial Day

Wedding Day  Fourth of July  Family Reunion  Thanksgiving  Christmas

**FREE** Table of Contents ..... **FREE**

**FREE** Index of Recipes  **OMIT** ..... **FREE**

**FREE** List of Contributors  **OMIT** ..... **FREE**

**FREE** Mail Order Page  **OMIT** ( must complete all information to include this option ) ..... **FREE**

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

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

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

Selling Price (per book): \$\_\_\_\_\_ Shipping & Handling (per book): \$\_\_\_\_\_

**FREE** Local information pages (up to four free pages, including one free black & white photo)  **OMIT** **FREE**

Additional pages (up to 6 more – for a total of 10) **TOTAL NUMBER OF PAGES:** \_\_\_\_\_ \$15 per page, per order

Additional photos (up to 3 more – for a total of 4) **TOTAL NUMBER OF PHOTOS:** \_\_\_\_\_ \$10 per photo, per order

Print photos in full-color ..... **TOTAL NUMBER OF PHOTOS:** \_\_\_\_\_ 20¢ per photo, per book

### Local Information Pages ( List in the order you wish them to appear. ) SEE IDEA LIST IN RECIPES FOR SUCCESS

(1) \_\_\_\_\_ (6) \_\_\_\_\_

(2) \_\_\_\_\_ (7) \_\_\_\_\_

(3) \_\_\_\_\_ (8) \_\_\_\_\_

(4) \_\_\_\_\_ (9) \_\_\_\_\_

(5) \_\_\_\_\_ (10) \_\_\_\_\_

**FREE** Recipe pages, print black ink on white 60# text paper ..... **FREE**

Paper color option (off-white 60# text paper) ..... 25¢ per book

**FREE** Recipe formats (not available for Ease-L-Back™ – Ease-L-Back™ has special recipe format ) ..... **FREE**

(select one):  F6  F7  F9  F14

**FREE** Fundcraft page graphics package  **OMIT** (not available for Ease-L-Back™) ..... **FREE**

**FREE** Black & white page graphics package ..... **FREE**

(select one):  Music  Ivy  Family Gathering  Winning Recipes

School Time  Hearts & Ribbons  Fresh Garland  Church & Crosses

**FREE** Color page graphics package (only available with Wire Casebound) ..... **FREE**

(select one):  Gala  Celebration  Festival

**FREE** Continued recipes ..... **FREE**

Non-continued recipes  
(included **FREE** with Ease-L-Back™ and Wire Casebound cookbooks using color graphics package) ..... 20¢ per book

Filler text or filler art (not available for Ease-L-Back™) ..... 15¢ per book

Standard FILLER TEXT set: \_\_\_\_\_ SEE RECIPES FOR SUCCESS

Standard FILLER ART set: \_\_\_\_\_ SEE RECIPES FOR SUCCESS

Custom filler text or filler art (select one):  text  art ..... 20¢ per book

**FREE** Special recipe symbols ..... **FREE**

Recipe notes (not available for Ease-L-Back™) ..... 25¢ per book

**FREE** 32-page Helpful Cooking Hints section  **OMIT** (not available for Ease-L-Back™) ..... **FREE**



