



Gateway Publishing Co. Ltd.
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cookbook order form

contact information

GENERAL INFORMATION

Group: _____
 Organization Family Individual Business

How did you hear about us?

Internet Past Cookbook Word of Mouth Trade Show

CONTACT INFORMATION

Contact 1: _____ Title: _____

Address: _____

City, Prov./State: _____ P.C./Zip: _____

E-mail: _____

Telephone: H) _____ W) _____ C) _____

Contact 2: _____ Title: _____

Address: _____

City, Prov./State: _____ P.C./Zip: _____

E-mail: _____

Telephone: H) _____ W) _____ C) _____

SHIPPING INFORMATION

Same as above Contact 1 Same as above Contact 2 **OR**

Name: _____

Address: _____

City, Prov./State: _____ P.C./Zip: _____

Phone: _____

Please note: We must have a street address, as we cannot deliver to a P.O. Box.

PROJECT DETAILS (please call for price quote)

Total Recipes: _____ Total Books: _____

Date Required: _____ Event Date (if any) _____

CONTRACT CONDITIONS

1. Cookbook orders will be handled in one of three ways:

- a) You can submit your manuscript to us and we will take care of the design and layout or
- b) You can provide us with print-ready materials for printing or
- c) Online submission.

2. Schools, churches, and non-profit organizations do not need to pay a deposit and do not have to pay until receipt of books.

3. You are responsible for proofreading materials submitted to us. You are responsible for errors caused by incorrect or illegible copy and/or instructions. We have no copyright interest of any nature or kind whatsoever in the cookbook, the recipes or other printed material provided to us. Copyright of the cookbook is either your property or the property of the person or persons who submitted the recipe or recipes to you. It is your responsibility to ensure that all titles are not racist or offensive to the general public, and in particular, not offensive to the members of your organization.

4. Gateway Publishing Co. Ltd makes no warranty or representation of any nature or kind whatsoever relating to the recipes, the ingredients in each recipe, the directions and/or instructions for preparing each recipe and disclaims and excludes any and all implied warranties of the results of the use of each recipe or of the fitness of the product produced by utilization of any recipe for a particular purpose. Gateway Publishing Co. Ltd. does not warrant that the recipes or any one of them will meet users' requirements or expectations or that the recipes or any one of them is without defect or error.

5. Gateway Publishing shall NOT BE LIABLE for special, incidental, consequential, indirect, or punitive damages, arising out of or related to the use of the recipes or any one or more of them.

6. All orders are shipped (title passes when it leaves shipping dock) from Gateway's plant, Winnipeg, Manitoba. Prepaid shipping costs will be added to your invoice.

7. Gateway offers 30-day terms to all non-profit organizations. Invoices are to be paid 30 days from the ship date. All other cookbook orders must pay a 50% deposit up front, the remainder is due upon receipt. Payments can be made by credit card or by cheque. A 3% surcharge will be charged on all credit cards unless paid within 15 days of the shipping date.

I undertake to pay my order within the terms stated above. I understand that failure to do so will mean the withdrawal of credit privileges. I also agree to pay interest of at the rate of 26.82% per annum (2% per month) on all overdue orders.

Please note: We cannot process your order without two authorizing signatures.

Signature Contact 1: _____

Signature Contact 2: _____

PAYMENT METHOD

30 day terms given to all non-profit organizations. Business or private groups 50% deposit required. 3% surcharge on all credit cards unless paid within 15 days of shipping.

CANADA:

- VISA Mastercard
- AMEX Cheque

USA:

- VISA Mastercard AMEX
- Discover Check

Card No.: _____ Expiry: _____

Signature: _____ Security Code: _ _ _

RECIPE SUBMISSION METHOD

- Online Via Gateway's Web Site Username_____ Password_____
- Print-Ready Materials Total # of pages____ (Hard copy proof couriered to Gateway)
- Handwritten or Typed Sheets (one recipe per 8 1/2 X 11 page)

DESIGN OPTIONS

Please go through the following lists carefully, selecting the options you wish to apply to your custom cookbook project.

Layout:

- Template # 1 (2 - 3 recipes / page) Template # 2 (3 - 5 recipes / page)
- Template # 3 (1 - 2 recipes / page)

Covers & Dividers (please select one from each column)

Covers

- Spring Greens Cover
- Contemporary Cover
- Chef's Kitchen Cover
- Sunflower Cover
- Turquoise Divine Cover
- Chocolate Blues Cover
- Tomato Red Cover
- Awesome Olive Cover
- Raccoon Art Cover
- Teddy Bear Cover
- Camera-ready Cover**
- Custom Cover***
- Orange Pekoe Cover
- School Daze Cover

Dividers (Set of 8)

- Spring Greens Dividers*
- Blue Banner Dividers*
- Traditional Dividers*
- Sunflower Dividers*
- Turquoise Divine Dividers*
- Chocolate Blues Dividers*
- Tomato Red Dividers*
- Awesome Olive Dividers*
- Raccoon Dividers (choose own headings)
- Teddy Bear Dividers (choose own headings)
- Line Art Dividers (choose own headings)
- Custom Dividers (choose own headings)
- Country Kitchen Dividers
- School Daze Dividers

Custom/Print Ready Divider: Full Color B/W

Custom/Print Ready Divider Paper Options: Matte Finish Glossy Stock

If selecting Line Art, Raccoon, Teddy, Sweetheart or Custom dividers, please list your chosen headings:

Divider Paper Color (applies only to Line Art, Raccoon, Sweetheart or Teddy Bear dividers)

- White Green Yellow Blue Rose Grey Cream (One color set per order)

Notes:

* Denotes full-color pre-printed divider set with pre-printed section headings that cannot be modified

** Camera-ready artwork must be provided according to Gateway page specifications and supplied to us in PDF or JPEG format

*** Custom artwork designed by Gateway is subject to a \$50/hour fee

Cookbook Title:

Footer Text: (up to four words)

(A footer is text that appears along the bottom of each cookbook page, opposite the page number)

History/Intro Pages:

___ pages enclosed ___ pages to be e-mailed No History/Intro pages

Photos:

___ photos enclosed ___ photos to be e-mailed No photos

___ # B&W ___ # Color

Please specify where photo(s) are to be placed within book: _____

Fillers: (Quotations, poems or other text used to fill in extra white space)

Gateway standard fillers Customer provided fillers No Fillers

Lamination is included on the front cover (single-sided). Double sided is available at an extra charge. Double-sided Front Cover Lamination

There is an extra charge for Back Cover Lamination:

Single-sided Double-sided No

Plastikoil® (plastic spiral coil) Binding Color:

Consult chart (pg. 34) and write in color choice: _____

Customization: Advertising/sponsor pages, stories or poetry, additional dividers and color or B/W photos are all possible. Please call for a price quote.

Proofreading: Hard copy proof is standard. Check carefully and email/fax changes.

Approval Form: Customer will have to sign an approval form. Gateway will need 2-3 weeks to produce the books once this is received.

Pricing: Gateway will prepare a custom quote specific to your project upon receipt of this order form. This will be sent to you via email.

Special Instructions:

Office Use Only

Pricing Quote # _____ **Price:** _____