



Gateway Publishing Co. Ltd.  
 385 DeBaets Street  
 Winnipeg, MB Canada R2J 4J8  
 1-800-665-4878 fax: 1-204-224-4410  
 email: info@gatebook.com

# 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) \_\_\_\_\_

Signature: \_\_\_\_\_

Contact 2: \_\_\_\_\_ Title: \_\_\_\_\_

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

City, Prov./State: \_\_\_\_\_ P.C./Zip: \_\_\_\_\_

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

Telephone: H) \_\_\_\_\_ W) \_\_\_\_\_ C) \_\_\_\_\_

Signature: \_\_\_\_\_

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

## PAYMENT METHOD

30 day terms given to all non-profit organizations. Business or private groups 50% deposit required.

CANADA:

- VISA       Mastercard  
 AMEX       Cheque

USA:

- VISA     Mastercard     AMEX  
 Discover     Check

Card No.: \_\_\_\_\_ Expiry: \_\_\_\_\_

Signature: \_\_\_\_\_ Security Code: \_ \_ \_

## 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. Corporations or private individuals:** A 50% deposit is required with the balance due on delivery of order.

**4. 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.

**5. 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.

**6. 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.

**7. 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.

**8. All payments are due 30 days from delivery** of order. Interest on overdue payments charged at a rate equal to the lesser of 7% per annum or the maximum permissible interest chargeable under the laws of the State or Province in which you carry on business.

## SHIPPING INFORMATION

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.*

**OR**

Call for pick-up to: \_\_\_\_\_

Ph: \_\_\_\_\_

## PROJECT DETAILS (please call for price quote)

Total Recipes: \_\_\_\_\_ Total Books: \_\_\_\_\_

Date Required: \_\_\_\_\_ Event Date (if any) \_\_\_\_\_

## 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

#### Dividers (Set of 8)

- Spring Greens Dividers\*
- Blue Banner Dividers\*
- Traditional Dividers\*
- Sunflower Dividers\*
- Turquoise Divine Dividers\*
- Chocolate Blues Dividers\*
- Tomato Red Dividers\*
- Awesom 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

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:

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

- White     Green     Yellow     Blue     Rose     Grey     Cream     Red (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:**

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**Footer Text: (up to four words)**

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

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**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: \_\_\_\_\_

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**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:**

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**Office Use Only**

**Pricing Quote #** \_\_\_\_\_ **Price:** \_\_\_\_\_