

This form must be filled out in its entirety. Noncompliance will result in the production delay of your cookbook.

JUMBO JACK'S COOKBOOKS

P.O. Box 247 • 301 Broadway
Audubon, Iowa 50025

1-800-798-2635 • 1-712-563-2661
FAX 1-712-563-3118

Visit us online at www.jumbojacks.com

COOKBOOK ORDER FORM

Please Print or Type

Name of Organization _____

City _____ State _____ Zip _____

Phone () _____

(Form must be signed on back)

PROOF will be sent to Chairperson unless otherwise instructed.

CHAIRPERSON

ALTERNATE

Name _____

Name _____

Name of Business _____
(If NOT your home address)

Address _____
(We must have street address - Apt. # or Suite.)

Address _____
(We must have street address - Apt. # or Suite.)

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Daytime Phone () _____

Daytime Phone () _____

FAX _____

FAX _____

E-mail _____

E-mail _____

COOKBOOK SPECIFICATIONS

Special Instructions should be listed on back of insert page.

Number of recipes enclosed _____

OPTIONAL FEATURES (If desired, Check Box)

Date you would like books _____

Tabbed Dividers (add 50¢ per book, per set of 8)

Number of books wanted _____

Mylar (see price chart)

Colored paper for recipe pages (call for price)

BILLING ADDRESS: (Party responsible for payment)

Colored ink for recipe pages

Name _____

Specify color _____ (add 20¢ per book)

Address _____

Advertising \$20.00 per page (per order)

City _____

Number of pages _____

State _____ Zip _____

Customer's Estimated cost per book \$ _____

Phone () _____

E-mail _____

CUSTOMER WILL PICKUP or

SHIP BOOKS TO

Name _____

Name to be printed on order coupons in back of your book. *(Optional)*

Make Checks Payable To _____

Address _____

Name _____

City _____

Address _____

State _____ Zip _____

City _____

Phone () _____

State _____ Zip _____

E-mail _____

1. Price you will charge for book if known \$ _____

2. Amount you want for postage and handling \$ _____

If the amount is not indicated this space will be left blank on your order coupons and you can fill in the amount when you receive your order.

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Spiral-Bound Cookbook Order Form

If ordering spiral-bound cookbook, fill out this form.

1. Cover Design (Check One) Spiral-Bound OR 2-Piece Hard-Bound

- Please use our artwork submitted by an artist in our group. (Artwork enclosed.)
- Please use our artwork but set type for wording. **Cover Font** _____
- Please have your art department design our cover from our rough sketches or ideas. (Copy enclosed.)
- Please use Jumbo Jack's Sample Cover SC _____

2. Cover Paper Color

- White Yellow Blue Green Gray Red Ivory Pink

3. Cover Ink Color (any one color included in price)

- One ink color on cover Specify color _____
- More than one color ink on cover.
Specify Colors. 1. _____ 2. _____ 3. _____
- Full-color process (see price chart) Foil stamp color _____ (call for price)

4. Recipe Category Dividers (up to 8 standard weight free, printed front & back)

Additional Dividers: Over 8 standard weight dividers, add \$25.00 per divider, per order
Over 8 tabbed dividers, add 6¢ per divider

- Number of categories _____ Tabbed Dividers (Add 50¢) Mylar (See price chart) Color of Mylar _____ (Please call for color availability)
- Please use our artwork submitted by someone in our group. (Artwork enclosed).
- Please use our artwork but set type for wording. **Divider Font** _____
- Please use Jumbo Jack's Sample Divider SD _____

5. Recipe Category Divider Color 1. _____ Assorted Paper 2. _____ One Color Paper - specify 3. _____ Ink Color (specify or Full Color)

List information wanted on back of dividers.

- 1. _____ 4. _____ 7. _____
- 2. _____ 5. _____ 8. _____
- 3. _____ 6. _____

6. Spiral (Indicate either Coil or Comb) Coil Comb
 Black Brown White Red Green Blue Yellow Other
 Imprint Spiral (Call for pricing)

7. Special Pages Free Pages Include: Title Page, Date Printed & By Whom Page, Dedication Page, Table of Contents, Favorite Recipes Page PLUS Your 4 Special Pages. List in order how you want the pages to appear. (Extra Pages call for quote.)

- 1. Title Page _____ 5. _____
- 2. Date Printed & By Whom _____ 6. _____
- 3. _____ 7. _____
- 4. _____ 8. _____

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If you need help with this form, give us a call.

**** PLEASE NOTE **** If book is camera-ready or computer-ready, **SKIP** this page, as these are **NOT** options for camera-ready, and refer to the **Camera/Computer-Ready Cookbook page**

Recipe Type Style: A B C D E F H *(not applicable for camera-ready)*
(Circle One) *(Free)* *(Add 5¢ per book)*

Recipe Font Styles: (See Font Styles in planning guide) *Free*
(not applicable for camera-ready)

Section Heading and Recipe Title Font _____

Recipe Font (Ingredients, Method, Contributor's Name)
 [] Palatino [] Helvetica

Recipe Page Design: (if desired) *Add 10¢ per book (not applicable for camera-ready)*

[] The Garden Keeper [] Birdhouse 'n Checks [] String-o-Hearts [] Elegant Simplicity
(See Cookbook Planning Guide for options)

Fillers: (These will be used - at Jumbo Jack's discretion - to help fill empty space at bottom of pages.)
(See Cookbook Planning Guide for options) *(not applicable for camera-ready)*

•Do you want to use Jumbo Jack's Fillers [] Yes [] No

If Yes, please choose:

Word Fillers: [] Cute [] Philosophical [] Religious

Artwork Fillers: [] Cancer Fillers [] Doves & Crosses Fillers [] Food Fillers
 [] Cooking Fillers [] Kitchen Fillers [] Patriotic Fillers
 [] School Fillers [] Firefighters Fillers [] Religion Fillers
 [] Herb Fillers [] Pets Fillers [] Music Fillers

•Have you submitted your own Fillers [] Yes [] No
 [] Word Fillers
 [] Artwork Fillers (\$10 for a set of 10)

Cookbook Page Size:

[] Jumbo Jack's Standard Size (8 1/2" x 5 1/2")
[] Custom Size ~ Requires Special Quote ~ Page Size _____

Index:

[] Standard (Chronological)
[] Alphabetical

Camera-Ready/Computer-Ready Cookbook

*We will help you set up your cookbook to meet our requirements.
Please contact us **BEFORE** setting up your book to ensure its compatibility.*

Cookbook Page Size:

- Jumbo Jack's Standard Size (8 1/2" x 5 1/2")
 Custom Size ~ *Require Special Quote* ~ Page Size _____
Number of pages _____

Order categories are to appear in the book:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Please select which type of book you are submitting:

- Camera-ready** means we can go from disk direct to plate. This means you submit the book as a .pdf file from which we print directly or a hard copy which we will scan. **If submitting a .pdf file, Jumbo Jack's cannot be responsible for loss of formatting or font substitution due to incompatibility.** We do not send a proof for camera-ready books unless specifically requested. This proof will be mailed via USPS or FedEx, so allow for proof delivery time when selecting a due date.
- Computer-ready** means you type it and we format it. When submitting a Word document, be sure to save it as a .doc or a .docx. We cannot use a Publisher document, but you can convert it to a .pdf file for submission. If submitting a Word document, do not include page numbers, as we will number the book when paging. A table of contents will be included in the front pages of your book at no charge.
Program Used: _____
Font(s) Used: Times New Roman Arial

**** Please Note - Some of the FREE Special Pages do not apply to Camera-Ready Submission ****

We do NOT type an index for camera-ready or computer-ready books free of charge.

If submitting camera-ready, please include an index, if desired.

If submitting computer-ready, you may type one after receiving the paged proof.

Or you can make arrangements for Jumbo Jack's to type the index at an hourly rate (the number of hours necessary will depend on the size of your cookbook).

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TERMS OF COOKBOOK ORDER SHEET:

Cookbooks by JUMBO JACK's, hereinafter referred to as the Company, agrees to publish an original, personalized cookbook in accordance with information furnished on this order sheet. The purchaser, hereinafter referred to as 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, normal production time is 60 to 90 days after we receive the recipes. However, the Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, or any other reasonable causes whatsoever. The Company cannot promise or guarantee ship dates other than what our information states.

CORRECTIONS:

The Company reserves the right to use our judgement on design of artwork and cookbook cover, if no definite instructions are given. The Company will endeavor to do our best to produce error-free cookbooks. However, material submitted by Customers or inadequate final proofing by Customer may result in errors that are not the Company's fault. The Company will assume responsibility to correct all errors in the event that any subsequent printings are ordered.

SHIPPING:

Printed cookbooks are shipped, prepaid by the Company, to Customer. Customer will be billed for shipping on their cookbook invoice. On orders of 500 books or more, the Customer will receive 3% FREE cookbooks which will help offset the cost of shipping. **As is customary in the printing trade, all orders are subject to up to, but no more than, a 10 percent overrun and underrun factor and will be shipped and invoiced 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. Defective books, not due to shipping damage, must be reported to the Company within 90 days of ship date. The Company reserves the right to repair, replace or credit defective books.



PAYMENT:

For organizations and churches ordering 200 books or more, we require absolutely no investment or down payment. 55% of the balance is due 30 days from shipping date. Another 40% is due 60 days from shipping date. The remaining 5% is due within 90 days of shipping date, interest free*. Customers will be invoiced on the day of shipment. All accounts over 90 days will be considered overdue and may be charged 1 1/2% interest per month (18% per annum). If collection agency services are necessary to collect overdue accounts, the customer is liable for collection fees. The balance will be due at the end of the normal 90 days.

*Credit terms apply only to organizations and churches. Individuals or family groups publishing their own books are required to pay 1/3 of the cost at the time the contract and materials are submitted, 1/3 at the shipping date, and 1/3 sixty days after shipping.

CONDITIONS:

This cookbook order sheet is a binding contract between the Company and the Customer. Cancellations after this order sheet is received will still hold the Customer responsible for cost incurred by the Company concerning actual preparation and/or production on order. We reserve the right to accept or reject all order applications. This cookbook order sheet may not be modified in any way without the express permission of the company. By signing this agreement it is implied that the customer has the express permission from the leaders of the organization to enter into this contract.

	
_____ Signature	_____ Signature
(TWO signatures required)	
Organization Name _____	
<i>Form must be signed by the Chairperson and Alternate</i>	