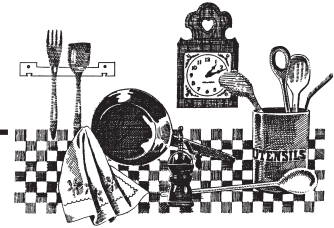


This form must be filled out in its entirety. Noncompliance will result in the production delay of your cookbook.



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](http://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 \_\_\_\_\_

Address \_\_\_\_\_

(If NOT your home 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 \_\_\_\_\_

Date you would like books \_\_\_\_\_

Number of books wanted \_\_\_\_\_

OPTIONAL FEATURES (If desired, Check Box)

- Easel Binder
- Tabbed Dividers (add 50¢ per book, per set of 8)
- Mylar (see price chart)
- Colored paper for recipe pages (call for price)
- Colored ink for recipe pages  
Specify color \_\_\_\_\_ (add 10¢ per book)
- Advertising \$20.00 per page (per order)  
Number of pages \_\_\_\_\_

### BILLING ADDRESS: (Party responsible for payment)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_

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

Customer's Estimated cost per book \$ \_\_\_\_\_

CUSTOMER WILL PICKUP or

SHIP BOOKS TO

Name \_\_\_\_\_

Address \_\_\_\_\_

(We must have street address. Truck lines cannot deliver to post office box.)

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_

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

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

Make Checks Payable To \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

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.

**This form must be filled out in its entirety.**

# 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** \_\_\_\_\_ (See Artwork Divider in Sample Book)
- 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 Color**

- White  Yellow  Blue  Green  Gray  Red  Ivory

**3. Cover Ink Color**

- Black
- Ink color other than black 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 1,000 books ordered  
Over 8 tabbed dividers, add 6¢ per divider

Number of categories \_\_\_\_\_  Tabbed Dividers  Mylar - Color of Mylar \_\_\_\_\_  
(Add 50¢) (See price chart) (red, blue, green, yellow, clear)

- 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 \_\_\_\_\_ (See Artwork Divider in Sample Book)

**5. Recipe Category Divider Color** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Assorted One Color - specify Ink Color

**List information wanted on back of dividers.**

- 1. \_\_\_\_\_ 4. \_\_\_\_\_ 7. \_\_\_\_\_
- 2. \_\_\_\_\_ 5. \_\_\_\_\_ 8. \_\_\_\_\_
- 3. \_\_\_\_\_ 6. \_\_\_\_\_

**6. Spiral (Indicate either Coil or Plastic Slotted)**  Coil  Plastic Slotted  
 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 and Your 4 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. \_\_\_\_\_

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

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

**\*\* PLEASE NOTE \*\*** If book is camera-ready or computer-ready,  
**SKIP this page and turn over (Camera/Computer-Ready Cookbook page)**

**Recipe Type Style:**    **A B C D**            **E F H**  
*Circle One*                    *(Free)*            *(Add 5¢ per book)*

**Recipe Font Styles:** (See Font Styles - page 54 - in planning guide) **Free**  
**Section Heading and Recipe Title Font** \_\_\_\_\_

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

**Recipe Page Design:** (if desired) **Add 10¢ per book**  
[ ] 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)

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

*If Yes, please choose:*

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

**Artwork Fillers:**    [ ] Angelic            [ ] Religious            [ ] Food Fillers 1            [ ] Food Fillers 2  
                                  [ ] Cooking Fillers 1            [ ] Cooking Fillers 2            [ ] School 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 ~ Require Special Quote ~ Page Size** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 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 .doc, NOT .docx, as is the default for Microsoft Word 2007. We cannot use a Publisher document, but you can convert it to a .pdf file for submission. Please 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).**

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

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**Noncompliance will result in production delay of your cookbook.**

# Three-Ring Cookbook Order Form

If ordering three-ring cookbook, fill out this form.

## 1. Cover Design (Three-ring binders) (Check one)

- Please use our artwork submitted by an artist in our group, (Artwork enclosed.)
- Please use our artwork but set type for wording. **Cover Font** \_\_\_\_\_ (See Artwork Divider in Sample Book)
- 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 Color Easel Binder Permashield (Front Only • Front/Spine • Full Cover)

Vinyl (Refer to samples in book)

(Circle One)

- |                                     |   |                                       |                                      |
|-------------------------------------|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> White      | <input type="checkbox"/> Zelda Gray     | <input type="checkbox"/> Burgundy     | <input type="checkbox"/> Teal        |
| <input type="checkbox"/> Azure Blue | <input type="checkbox"/> Black          | <input type="checkbox"/> Ivory        | <input type="checkbox"/> Purple      |
| <input type="checkbox"/> Sky Blue   | <input type="checkbox"/> Mustard Yellow | <input type="checkbox"/> Kelly Green  | <input type="checkbox"/> Light Brown |
| <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Red            | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Other _____ |
- Specify Color

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

- |                                |                                |                                 |  |
|--------------------------------|--------------------------------|---------------------------------|--|
| <input type="checkbox"/> Black | <input type="checkbox"/> Red   | <input type="checkbox"/> Yellow | <input type="checkbox"/> Other _____                             |
| <input type="checkbox"/> Blue  | <input type="checkbox"/> Brown | <input type="checkbox"/> Ivory  | <input type="checkbox"/> Full-color process<br>(see price chart) |
| <input type="checkbox"/> Green | <input type="checkbox"/> White | <input type="checkbox"/> Orange | <input type="checkbox"/> Foil stamp                              |

Spot color ink on binder, add 25¢ per book, per color

## 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 1000 books ordered.  
Over 8 tabbed dividers, add 6¢ per divider

Number of categories \_\_\_\_\_  Tabbed Dividers (Add 50¢)  Mylar (See price chart) - Color of Mylar \_\_\_\_\_  
(red, blue, green, yellow, clear)

- 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 \_\_\_\_\_ (See Artwork Divider in Sample Book)

## 5. Recipe Category Divider Color 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Assorted                      One Color - specify                      Ink Color

List information wanted on back of dividers.

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

## 6. Special Pages Free Pages Include: Title Page, Date Printed & By Whom Page, Dedication Page, Table of Contents, Favorite Recipes Page and Your 4 Pages. List in order 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. _____ |

## 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 freight paid to Customer in the continental United States, orders are shipped via U.P.S., Parcel Post (special 4th class) or Motor Freight carrier (truck). On orders of 500 books or more, the Customer will receive 3% FREE cookbooks which, when sold at suggested selling price, will cover normal shipping charges within the continental United States. If Customer requests faster service, (i.e., bus, airfreight, etc.) the Customer will be billed for the difference in price between this method and the Company's normal shipping method. **As is customary in the printing trade, all orders are subject to 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:

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
<b>(TWO signatures required)</b>	
Social Security # (last four digits only) _____	Social Security # (last four digits only) _____
Organization Name _____	
<b>Form must be signed by the Chairperson and Alternate</b>	