

for office use only
Date Rec.:
Prod. No.:

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

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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.**

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NAME:		
☐ Organization ☐ Family ☐ Individual	☐ Business	
City: State: Zip:	Day Phone: ()	
Tennessee Sales Tax Exemption Number: Tennessee orders will be charged sales tax if no sales tax exemption certificate is sul	County: omitted with order.	
CHAIRPERSON Primary Contact for Order Questions	ALTERNATE in the event the Chairperson is unavailable	
Name:	Name:	
Street:	Street:	
City/State/Zip:	City/State/Zip:	
Home Phone: ()	Home Phone: ()	
Work Phone: ()	Work Phone: ()	
Fax Number: ()	Fax Number: ()	
Email:	Email:	
BILLING & CORRESPONDENCE The person listed will receive an order acknowledgement. Bill To:	SHIPPING ADDRESS DO NOT LIST A P. O. BOX ShipTo:	
Attention:	Attention:	
Street:	Street:	
City/State/7ip:	City/State/Zip:	
City/State/Zip:	Day Phone: ()	
Home Phone: ()	Day Phone: ()	
Home Phone: ()	Day Phone: ()	
Home Phone: ()	Day Phone: ()	
Home Phone: ()	Day Phone: ()	

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!
	WEB ID:	(\$300 maximum savings per order)
	Binding Options (must select one binding option)	
	Soft Cover See Standard Price Chart for Plastic comb binder	
	Plastic coil binder (300 recipe maximum)	
	Hard Cover, plastic comb binder See <u>Standard Price Chart for</u>	•
	Three-Ring Binder cookbook	•
-	Three-Ring Binder cookbook stand (available for Three-Ring Binder only)	
	Ease-L-Back™ cookbook (300 recipe maximum) See Specialty Price Chart fo	
_	Wire Casebound cookbook (500 book minimum) Price books online at www.fu	•
_		
D	Plastic Comb Binder Options (for Hard Cover and Soft Cover binding option	
☐ FREE	Binder color (select one): □ Black □ Red □ White □ Brown □ Dark Green □ Dark Blu	
	Imprint on plastic comb binder (500 book minimum)	
	Imprint color (select one): □ Black □ Red □ White □ Brown □ Dark Green □ Dark Blu	e 🗖 Plum
	Typestyle number: see recipes for success	
	Binder wording: (may be edited if wording will not fit on binde	r)
	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	pplicable):
	Typestyle number: see recipes for success	
	☐ FREE Front cover imprint, black	FREE
	☐ Standard imprint color (select one): ☐ Red ☐ Orange ☐ Kelly Green ☐ D	
	□ Teal □ Dark Blue □ Purple □ Plum □ Dark Brown □ Magenta □ Ligh	
	Custom imprint color: PMS Number or provide samp	
	☐ Metallic foil stamp emboss (select one): ☐ Gold ☐ Silver	
	Custom full-color front cover design (attach Cover Layout Sheet with instructions	
☐ FREE	Custom black & white front cover design (attach Cover Layout Sheet with wordin FREE Print cover with black ink	9,
	Standard imprint color other than black (select one): Red Orange	
	□ Dark Green □ Teal □ Dark Blue □ Purple □ Plum □ Dark Brown □ Magenta □ Liq	
	Custom ink color: PMS number or provide sample to	
	☐ FREE Clip Art number: see recipes for success	FREE
☐ FREE	For All Covers - Print one-color cover with <i>raised ink</i> (cover cannot be laminated	d)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	de Back 15¢ per cover, per book
П	Print additional covers full-color (select): D Inside Front D Inside Back D Outside B	ack

	Divide	er Options (must	t 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 n	umber:	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 round tabs*		····· 20¢ per tab divider, per bool	
		Heavy white card sto	ock, no tabs	5¢ per divider, per book	
☐ FREE	Fundcra	ft black & white divide	er set (up to eight custom section titles)	······ FREE	
	Design n	umber:	SEE RECIPES FOR SUCCESS		
	☐ FRE	•	SEE RECIPES FOR SUCCESS		
		· ·			
		•	o tabs (select color): White Off-White		
	Custom black & white divider set\$15			\$15 per divider, per order	
	Number	of dividers:			
			olack & white divider sets	· · · · · · · · · · · · · · · · · · ·	
		(\$15 per divider, per order	r charge does not apply for custom black & white tab divider sets.)		
			r charge does not apply for custom black & white tab divider sets.)	····· 20¢ per tab divider, per bool	
			therthan black (select one): 🗆 Blue 🗅 Green 🗅 Red 🗅 Brown		
		• •	or (select one): Off-White Gray Green Blue Pink		
		Heavy card stock, no	o tabs (select color): White Off-White	5¢ per divider, per book	
☐ FREE		_	ite Recipes Index		
	Divider ba	acks printed with custo	om material in black&white	····· \$15 per divider, per order	
	Divider ba	acks printed with custo	om 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 P	age Options (Select all that apply to your cookbook	order.)
☐ FREE	Special occasion d	FREE	
		entine's Day 🗅 Easter 🗅 Mother's Day 🗅 Memorial Day	
		Fourth of July Gramily Reunion Granksgiving	
☐ FREE			
☐ FREE	Index of Recipes	□ OMIT ·····	
	List of Contributors		
☐ FREE	Mail Order Page	□ OMIT (must complete all information to include this option)	·····FREE
	Organization Name:		
	Mailing Address:		
	City/State/Zip:		
	Selling Price (per boo	ok): \$ Shipping & Handling (per book): \$	
☐ FREE	Local information p	pages (up to four free pages, including one free black & white phot	o) OMIT FREE
	Additional	al pages (up to 6 more – for a total of 10) TOTAL NUMBER OF PAGES:	\$15 per page, per order
	Additional	al photos (up to 3 more – for a total of 4) TOTAL NUMBER OF PHOTOS	s:\$10 per photo, per order
	☐ Print pho	otos 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 IDE	A LIST IN RECIPES FOR SUCCESS
	(1)	(6)	
	(2)	(7)	
		(8)	
		(9)	
		(10)	
☐ FREE		black ink on white 60# text paper	
	□ Paper co	olor option (off-white 60# text paper)	25¢ per book
FREE	Recipe formats (no (select one): F6	ot available for Ease·L·Back™ – Ease·L·Back™ has special recipe for □ F7 □ F9 □ F14	rmat) ······ FREE
☐ FREE	Fundcraft page gra	aphics package ☐ OMIT (not available for Ease·L·Back™)	FREE
	☐ FREE Black & v	vhite page graphics package	FREE
	(select one	e): 🗆 Music 🗅 Ivy 🗅 Family Gathering 🗀 Winning Recipes	
	☐ School	Time 🗆 Hearts & Ribbons 🗅 Fresh Garland 🗅 Church & Crosse	es
		ge graphics package (only available with Wire Casebound) ··· e): Gala Celebration Festival	FREE
☐ FREE	Continued recipes ···		FREE
	Non-continued recip (included FREE with Ea	oes ase∙L·Back™and Wire Casebound cookbooks using color graphics	package)······ 20¢ per book
	Filler text or filler art ((not available for Ease·L·Back TM)	15¢ per book
	□ Standard FILLER		
		R ART Set: SEE RECIPES FOI	
		filler text or filler art (select one): 🗆 text 🗅 art 🔐	
☐ FREE		ools	
		/ailable for Ease·L·Back™)	•
☐ FREE	o∠-page melptul Co	oking Hints section □ OMIT (not available for Ease·L·Back™) ···	

	Additional Cookbook Options (Select all that apply to your cookbook	order.)
	Clear plastic recipe pocket ·····	15¢ per book
	Your Cookbook CD (25 disk minimum) TOTAL NUMBER ORDERED:	\$3.50 each
	Cookbook Marketing Options (Select all that apply to your cookbook	order.)
	Merchant Advertising Pages	
	□ Regular advertising pages Total number of pages:	\$40 per page, per order
	☐ Regular advertising pages, with b/w photo ···· TOTAL NUMBER OF PAGES :	\$50 per page, per order
	☐ Inside cover advertising (select): ☐ Inside Front ☐ Inside Back	\$50 per cover, per order
	☐ Inside cover advertising, with b/w photo (select): ☐ Inside Front ☐ Inside Back …	\$60 per cover, per order
	Outside back cover advertising	•
	Outside back cover advertising, with b/w photo	\$60 per order
	Sales Materials	
	ISBN (on back cover) ·····	\$75 per order
	Counter Display Box – Each box holds (20) 250-recipe Soft Cover cookbooks. # Boxes	\$1.50 each
	Cookbook Proofs All proofs will be sent to Billing & Correspondence contact u	unless otherwise specified.
	Hard Copy Cookbook Proofs	
	Hard copy proof of entire cookbook	\$35 per proof
	Hard copy proof with no recipes	\$25 per proof
	(includes: cover, custom dividers, local information pages, and merchant advertising only)	
	Online Cookbook Proofs	
☐ FREE		
	Short/Cut™ online cookbook proof	\$25 per proof
☐ Seasonal Dis	scount Coupon Attach coupon to order form. Coupons submitted after order is received will no	t be accepted.
Special Inc	tructions	
Special Ins	tructions:	
		

Terms of The Fundcraft Original Cookbook Fundraising Program

TERMS OF THE PRINTING ORDER: Fundcraft Publishing, Inc., hereinafter referred to as the Company, agrees to publish an original, personalized cookbook in accordance with information furnished on this order form. The purchaser, hereinafter referred to as the 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 with normal production time for books with For Pennies More™ gourmet upgrades at 45 to 60 WORKING DAYS after the manuscript is received. Shipping time will be delayed if credit is not approved or if the order is not complete and Customer has to be contacted. Fundcraft reserves the right to adjust production schedules due to heavy demands during the holiday season or other peak production times. The Company is not responsible for inability to fill orders due to strikes, shortages of labor or materials, or any other reasonable causes whatsoever. Fundcraft cannot promise or guarantee ship dates other than our normal production time.

SHIPPING: The Company will prepay the freight on all cookbook orders in the continental United States, and shipping charges will be added to Customer's invoice. The customer will receive 3% FREE cookbooks in order to help defray shipping costs. Fundcraft does not guarantee to cover freight. Orders are normally shipped via UPS or motor freight carrier (truck). Shipping outside the continental U.S. and APO addresses will be via the U.S. Postal Service and the Customer will be invoiced for all shipping costs. For Pennies MoreTM upgrades should be included in your cookbook retail price, as well as additional shipping costs for heavier bookbinding options.

NOTE: As is customary in the printing trade, all orders are subject to 10% maximum overrun or underrun and orders will be shipped and billed accordingly. Under no circumstances are books to be returned to the Company without first receiving written permission from the Company. Defective books not due to shipping damage must be reported to the Company within 30 days of the shipping date. The Company reserves the right to repair, replace or credit defective books. Failure to make such claim within the stated period shall constitute irrevocable acceptance and an admission that the cookbooks comply with the conditions and specifications.

CORRECTIONS: The Company reserves the right to use its judgment on design of artwork and cookbook cover, if no definite instructions are given. The Company will endeavor to do its best to produce error-free cookbooks. However, material submitted inadequately by Customers may result in errors that are not the Company's fault. It is the Company's policy to correct all errors if needed in Customer's book on subsequent printing as requested by the Customer. The Company will hold all original recipe copy furnished by the Customer for six months. It will only be returned upon written request by the Customer at the time of final payment.

PAYMENT: The Company requires absolutely no investment or down payment and gives up to 67 days to pay with no interest or other charges. Credit terms apply only to recognized organizations and churches complying with the Company's terms and conditions. Half of the total printing bill will be due 37 days from the shipping date with the balance due 67 days from shipping. Freight charges will be included in the billing. Individuals, families, businesses and foreign orders are required to pay half the cost at the time the order is submitted, with the balance due before the cookbooks are shipped. All accounts over 67 days will be considered past due and will be charged 15% interest per month (18% per annum). If collection or legal services are necessary to collect overdue accounts, the Customer is liable for any such fees incurred. All prices are based on U.S. currency. All orders must be paid in U.S. currency.

CONDITIONS: This order form is the entire binding contract between Fundcraft Publishing, Inc. and Customer; no other statements or oral agreements are binding. Cancellation after this order form is received will still hold the Customer responsible for costs incurred by the Company concerning actual preparation and/or production on order. Fundcraft reserves the right to accept or reject all order applications or cancel any order already in production for cause.

INDEMNIFICATION: The Customer shall indemnify and hold harmless the Company from any and all loss, cost, expense and damages on account of any and all manner of claims, demands, actions, and proceedings that may be instituted against the Company on grounds alleging that the said printing violates any copyright, trademark or any proprietary right of any person or business. The Customer agrees to, at Customer's own expense, promptly defend and continue the defense of any such claim, demand, action or proceeding that may be brought against the Company.

TWO ADULTS MUST SIGN HERE

We have read the terms and authorize Fundcraft Publishing to compile and print a cookbook in the amount and specifications as stated on this form. We, the undersigned, do agree to organize our fundraising program so full payment will be made within the stated terms, and the sponsoring organization and/or authorized legal-age individuals (shown below) agree to be responsible for prompt payment within that period.

Adults Responsible for Order Payment (All information is kept strictly confidential.)

Two authorized adult signers not related are necessary. All orders subject to credit approval on responsible individuals.

Chairpe	erson: _	Signature:
Home A	Address:	City/State/Zip:
Phone:	()_	Social Security Number: Date:
Alternat	te Chair:	: Signature:
Home A	Address:	City/State/Zip:
Phone:	()_	Social Security Number: Date:
		Payment Options (must select one) Credit Terms · To qualify for 67 day credit terms, the above information must be completed by two(2)adults, the
		chairperson and the alternate. ALL above information (including Social Security Number and Home Address) is required.
		Pay in Advance · Only one (1) adult must complete the above information, including a signature (SSN not required). 50% down payment is due with the order form; the balance is due in full before the cookbooks are shipped. You can include a check, money order or use your credit card by providing account information below.
	Master	erCard / VISA account number: Exp. Date:
	CDEDIT	T CARD NUMBERS ARE NOT STORED after account is read to account in placed your count graph and the resulting

CREDIT CARD NUMBERS ARE NOT STORED after account is paid. If a reorder is placed, your card number will have to be resubmitted.