





Wording for Title: \_\_\_\_\_

Wording for Sub-Title: \_\_\_\_\_

Morris Publishing Covers (see page 26)  
 A17     A26     A38     A45

**Custom Designed Front Cover** (Enclose artwork & cover template if submitting a custom cover.)

- Please use artwork/photo submitted as camera ready, without changes.
- Please use artwork/photo submitted, but typeset wording.
- Please have your art department design cover from enclosed sketches or ideas.

**Custom Designed Back Cover** (Enclose artwork & cover template if submitting a custom cover.)

- Please use artwork/photo submitted as camera ready, without changes.
- Please use artwork/photo submitted, but typeset wording.
- Please have your art department design cover from enclosed sketches or ideas.

**Cover Color:** See page 30. Color chosen will also be used for the back cover.

*Do not choose a color if using a Morris Publishing or custom full-color cover.*

- |                               |                                 |                                       |                                      |                                |
|-------------------------------|---------------------------------|---------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Red  | <input type="checkbox"/> Peach  | <input type="checkbox"/> Process Blue | <input type="checkbox"/> Kelly       | <input type="checkbox"/> Black |
| <input type="checkbox"/> Rose | <input type="checkbox"/> Yellow | <input type="checkbox"/> Powder Blue  | <input type="checkbox"/> Green Frost | <input type="checkbox"/> White |
| <input type="checkbox"/> Pink | <input type="checkbox"/> Cream  | <input type="checkbox"/> Country Blue | <input type="checkbox"/> Smoke       |                                |

**Ink Colors for Front/Back Cover:** See page 25. Will also be used on book spine (if applicable).

**Ink Colors for One Color Designs**

- Standard:  Black     Red     Blue     Green     Brown ..... **No Charge**
- Other Colors: Specify ink color: \_\_\_\_\_ **\$35/order**.....
- Special Colors:  White, silver, gold or PMS color. Specify ink color: \_\_\_\_\_ **\$75/order**.....

**Multiple Color Designs:** (one standard ink is **FREE**)

Up to 500 books = \$40 each color/order (White, silver, gold, PMS= \$75/color)

501+ books = \$55 each color/order (White, silver, gold, PMS= \$75/color).....

Specify ink colors: \_\_\_\_\_

**Full-color Custom Designs: 300 book minimum order**

300 books = \$1.20/book	500 books = 77¢/book	1000 books = 41¢/book	2000 books = 33¢/book	
3000 books = 28¢/book	4000 books = 26¢/book	5000 books = 24¢/book.....		<b>.41¢</b>

**SPECIAL SERVICES** (see page 49)

*These items are sold in multiples of these quantities only.*

- |  |            |          |        |       |                |  |
|--|------------|----------|--------|-------|----------------|--|
| <input checked="" type="checkbox"/> Padded Envelopes (25 per case) | # of cases | <u>4</u> | x \$11 | ..... | <b>\$44.00</b> |  |
| <input type="checkbox"/> Individual Shipping Boxes (10 per case)   | # of cases | _____    | x \$6  | ..... |                |  |
| <input checked="" type="checkbox"/> Display Boxes (10 per case)    | # of cases | <u>1</u> | x \$30 | ..... | <b>\$30.00</b> |  |

**Total ALL Columns** \$ 1.46 \$ 219

**Special Instructions:** Please call the day before delivery is to take place (908)688-2174 or (201)339-2131.

Send proof for review and final approval prior to printing order.

Thank you!

# Books ordered	<u>1000</u>	X green column	=	<u>\$1,460.00</u>
		Total gray column	+	<u>219.00</u>
		<b>* Total Estimated Cost</b>	=	<u>\$1,679.00</u>
		First Payment - 33%		<u>\$ 550.00</u>

\* Shipping charges and tax (when applicable) will be added to final payment.

# TERMS & CONDITIONS

*This order form must be signed and submitted with your manuscript.*

## TERMS OF BOOK ORDER FORM

Morris Publishing, hereinafter referred to as the Company, agrees to publish an original book in accordance with information furnished on this order form. The purchaser, hereinafter referred to as the Customer, agrees to furnish all text and other material to be published in Customer's book.

## MATERIALS

Sketches, artwork, copy, plates, film negatives and any other work created or furnished by the Company, shall remain the exclusive property of the Company. This work cannot be used, nor any ideas obtained from this work, without written permission and compensation of the Company. Film negatives will be stored by the Company for five years.

## TYPESETTING

Typesetting is included in the base price of the book and is based on receiving original copy, clearly typed on one side of a sheet of paper, and conforming to one of the Company's book formats. Copy not submitted in this manner may incur additional typesetting charges.

## PRODUCTION

The Company assumes responsibility for scheduling and production of the books with normal production time, for books requiring typesetting, at 45 to 60 WORKING DAYS after we receive the manuscript. Production schedule for camera-ready books is 35 to 45 WORKING DAYS. However, the Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, fire, energy failure, equipment breakdown, supplier or carrier delays or any other reasonable causes whatsoever. We cannot promise or guarantee ship dates other than our normal production time. Customer delays may alter final delivery date.

## PROOF & CORRECTIONS

A proof will be submitted to the Customer with original copy. Corrections are to be made on this proof and signed by the customer. The Company reserves the right to use our judgment on design of artwork and cover, if no definite instructions are given. The Company will endeavor to do our best to produce error-free books. However, material submitted by Customer or inadequate final proofing by Customer may result in errors that are not the Company's fault. The Company is not responsible for errors under these conditions: if the work is printed per Customer's OK; if changes are communicated verbally; if Customer failed to return proof with corrections; or if Customer instructed the Company to proceed without submission of a proof. The Company will assume responsibility to correct errors in the event that any subsequent printings are ordered, if Customer provides corrections at time of reorder. **Note:** After the book is in production, the Company cannot guarantee change orders from the submitted order form. **Color Proofs:** Due to differences in equipment, processing, paper, inks and other conditions between color proofing and printing, a reasonable variation in color between proofs and completed job shall be acceptable.

## SHIPPING

The Customer pays the freight on all book orders. Estimated shipping costs will be provided and are to be included with final payment, due before books are scheduled for shipment. Unless otherwise noted, costs are for a single shipment, without storage. Orders are shipped via U.P.S. or motor freight carrier (truck). The Customer may request faster service (i.e., bus, air freight, etc.). Shipping outside the Continental United States, APO or FPO addresses, will be shipped Parcel Post (Special 4th Class Book Rate).

**Note:** As is customary in the printing trade, all orders are subject to a 10 percent overrun and underrun factor and will be shipped, invoiced and billed accordingly. Under no circumstances are books to be returned without the Company's written approval. 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

One-third of the total printing bill will be due when the manuscript and other materials are submitted to the Company. The second one-third will be due when the Customer returns the proof; and the final one-third (including shipping costs) will be due before the books are scheduled for shipment. All accounts over 90 days will be considered over-due and will be charged 1 1/2% interest per month (18% per annum). If collection services are necessary to collect over-due accounts, the Customer is liable for any such fees incurred. All prices are based on payment in U.S. Currency.

## CONDITIONS

This book order form is a binding contract between the Company and the Customer; no other statements or oral agreements are binding. Cancellations 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. In the event of unusual customer delay, the Company reserves the right to bill for work completed. We reserve the right to accept or reject all order applications and manuscripts (including camera-ready or those needing typesetting). The Company's promotional card will be in the back of every book published.

## 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 or any proprietary right of any person, or that it contains any matter that is libelous or scandalous, or invades any person's right to privacy or other personal rights, except to the extent that the Company has contributed to the matter. The Customer agrees to, at the 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, provided that the Company shall promptly notify the Customer with respect thereto, and provided further that the Company shall give to the Customer such reasonable time as the exigencies of the situation may permit in which to undertake and continue the defense thereof.

## Signature Required

I have read the *Guide Book* and the terms above and authorize the Company to compile and print a book in accordance with the information furnished on this order form.

Self-Publisher \_\_\_\_\_ Social Security # \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE REQUIRED