



Promotional Tools Order Form

Phone: 800-650-7888 • Fax: 308-237-0263
Email: publish@morrispublishing.com
P.O. Box 2110 Kearney, NE 68848 • 3212 E Hwy. 30, Kearney, NE 68847

For Office Use Only

Order# T- _____

Date rec'd _____

Ver. 4-24

Visit morrispublishing.com to order online.

Complete this form in its entirety and submit with your material.
Signature required on second page. Please write neatly.

Shipping Address

(Street address required - no P.O. Box)

Billing Address

(If different than shipping address)

Name _____

Name _____

Street Address _____

Mailing Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone (_____) _____

Phone (_____) _____

Email _____

Email _____

Author Name _____

Book Title _____

Material Submitted

- PDF uploaded to morrispublishing.com
- PDF emailed to publish@morrispublishing.com
- Requires design assistance (include artwork, text, instructions, etc.).....\$60/hour (\$30 min.)

Proof(s)

- Email my proof to: _____ first email proof FREE
- Additional email proof(s).....\$20/proof

	Price
<input type="checkbox"/> Bookmarks (see p.3 for pricing) - 2"x 8" on 10pt coated stock. Optional: <input type="checkbox"/> UV coating (front only) add 3¢ ea.	
<input type="checkbox"/> Full-Color (1 side).....Quantity _____	\$ _____
<input type="checkbox"/> Full-Color (2 sides).....Quantity _____	\$ _____
<input type="checkbox"/> Brochures (see p.3 for pricing) - 8½"x 11" on 80lb gloss. Choose one: <input type="checkbox"/> Half fold <input type="checkbox"/> Tri-fold	
<input type="checkbox"/> Full-Color (2 sides).....Quantity _____	\$ _____
<input type="checkbox"/> Business Cards (see p.3 for pricing) Optional: <input type="checkbox"/> Round corner option add 3¢ ea. (non-folded corners only).	
<input type="checkbox"/> 100lb gloss cover - Choose Size: <input type="checkbox"/> 3½"x 2" <input type="checkbox"/> 2½" x 2½" square. Optional: <input type="checkbox"/> UV coating (front only) add 3¢ ea.	
<input type="checkbox"/> Full-Color (1 side).....Quantity _____	\$ _____
<input type="checkbox"/> Full-Color (2 sides).....Quantity _____	\$ _____
<input type="checkbox"/> 100lb matte cover - Choose Size: <input type="checkbox"/> 3½"x 2" <input type="checkbox"/> 2½" x 2½" square.	
<input type="checkbox"/> Full-Color (1 side).....Quantity _____	\$ _____
<input type="checkbox"/> Full-Color (2 sides).....Quantity _____	\$ _____
<input type="checkbox"/> Folded, 100lb gloss cover - 4" x 3½". Optional: <input type="checkbox"/> UV coating add 3¢ ea. (front only).	
<input type="checkbox"/> Full-Color (2 sided).....Quantity _____	\$ _____
<input type="checkbox"/> Postcards (see p.3 for pricing) - 4" x 6" on 10pt coated stock. Optional: <input type="checkbox"/> UV coating (front only) add 3¢ ea.	
<input type="checkbox"/> Full-Color (1 side).....Quantity _____	\$ _____
<input type="checkbox"/> Full-Color (2 sides).....Quantity _____	\$ _____
<input type="checkbox"/> Posters (see p.3 for pricing) - Choose Size: <input type="checkbox"/> 12" x 18" <input type="checkbox"/> 11" x 17" <input type="checkbox"/> 11" x 14" on 80lb gloss.	
Choose one: <input type="checkbox"/> No Bleed <input type="checkbox"/> With Bleed add 7¢ ea.	
<input type="checkbox"/> Full-Color (1 side).....Quantity _____	\$ _____
<input type="checkbox"/> Sell Sheets (see p.3 for pricing) - 8½"x 11" on 80lb gloss.	
<input type="checkbox"/> Full-Color (1 side).....Quantity _____	\$ _____
<input type="checkbox"/> Full-Color (2 sides).....Quantity _____	\$ _____
<input type="checkbox"/> Trading Cards (see p.3 for pricing) - 2½"x 3½" on 14pt card stock. Optional: <input type="checkbox"/> UV coating (front only) add 3¢ ea.	
<input type="checkbox"/> Full-Color.....Quantity _____	\$ _____

First 1/2 of estimated total cost is required with your order. This first installment is required before we will send proof(s). Proofs (if applicable), shipping charges, and sales tax (if applicable), will be adjusted for final payment. **Read and sign Terms & Conditions on p. 2.**

Estimated Total Cost _____
First Payment _____

Terms & Conditions

This order form must be signed and submitted with your material.

Terms

Morris Publishing®, hereinafter referred to as the Company, agrees to print promotional tools in accordance with the information provided on this order form. The publisher/author, hereinafter referred to as the Customer, agrees to furnish all needed material to be printed for the Customer's promotional tools. This order form is a binding Contract between the Company and the Customer; no other statements or oral agreements are binding. The Company reserves the right to accept or reject all orders. If the Company's stock designs are used, a copyright line will be inserted on the promotional tools. The parties agree that the validity, construction, and performance of this Contract shall be governed by the laws of the State of Nebraska. Customer hereby irrevocably submits generally and unconditionally to the jurisdiction of any court of competent jurisdiction in Nebraska for any dispute concerning or related to the Contract. Customer further agrees that any action arising from the terms of this Contract shall be filed exclusively in a court of competent jurisdiction in Nebraska. The customer further consents to venue in Nebraska and waives any rights to challenge venue in Nebraska.

Material

The Customer retains all rights to his/her own material submitted for printing. Sketches, artwork, copy, press sheets, 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. The Company holds the copyright on its stock cover designs. Promotional tools print files will be saved by the Company for five years.

Production

The Company assumes responsibility for scheduling and production after all material is received. If the promotional tools order is placed with the book order, the promotional tools will be completed on the same schedule. Otherwise, the promotional tools will be completed in 25 business days from the day after all material is received. 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. The Company can estimate but cannot promise or guarantee ship dates. Customer delays may alter final delivery date. Production time does not include shipping time.

Proofs & Corrections

A proof will be sent to the Customer. Corrections need to be noted and signed by the Customer. **All changes must be communicated in writing.** The Company cannot make adjustments to or be liable for the outcome at press if photos or other screened artwork are submitted press-ready. The Company reserves the right to use its judgment on design if no clear instructions are given. The Company will endeavor to do its best to produce error-free promotional tools. Inadequate material submitted by the Customer or Customer's inadequate final proofing may result in errors that are not the Company's fault. The Company is not responsible for errors under the following conditions: if the work is printed per Customer's OK; if changes are communicated verbally; if Customer failed to return proof with corrections; if additional corrections are submitted after the proof has been returned; or if Customer instructed the Company to proceed without submission of a proof. **Customer has final responsibility for proofing.** All errors, whether the Customer's or the Company's, will stand until a reprint. If there are subsequent printings, the Company's errors will be corrected at no charge. Customer changes at time of reprint may incur an additional charge.

Note: After the order has been received, the Company cannot guarantee change orders from the submitted order form. **Color Proofs:** Due to differences in equipment, processing, paper, and inks between color proofs and printing, a reasonable variation in color between proofs and completed job shall be acceptable.

Shipping

The Customer pays for shipping cost, based on current freight rates. Orders are not shipped COD. Estimated shipping costs can be requested and are to be included with final payment, due before promotional tools are scheduled for shipment. Unless otherwise noted, cost is for a single shipment, without storage. Orders are shipped FOB destination via UPS ground or motor freight carrier. **Allow 3-5 business days for delivery.** The Customer may request faster service for an extra charge. Orders to Alaska, Hawaii, APO, FPO, and USA territories will be shipped Parcel Post and require 3-6 weeks for delivery. Other foreign orders are not accepted. The Company is not responsible for misdirected packages or delays caused by the shipper. Defective promotional tools 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 promotional tools. All shipments are insured with the carrier and any damage is the responsibility of the carrier, not the Company. Any visible damage must be noted on the delivery receipt before signing and reported to the carrier immediately. The Customer must save both the damaged goods and the carton(s) in which they were delivered for possible inspection by the carrier. **Note:** Concealed damage must be reported to the carrier within 7 days of delivery.

Payment

Billing for promotional tools and books is separate. Submit two checks or pay online if ordering both books and promotional tools at the same time. Half of the total printing bill for promotional tools will be due when the order form is submitted to the Company. The final half will be due before the promotional tools are scheduled for shipment. All orders are subject to sales tax. An exempt form must be provided or the customer is liable for sales tax. The sales tax amount is subject to change upon validation of provided information. If collection services are needed to collect, the Customer is liable for any such fees incurred. Accounts more than 30 days past due will be charged 1.33% interest per month (16% per annum). All orders must be paid in U.S. currency. 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 the order. In the event of unusual Customer delay, the Company reserves the right to bill for work completed. The Company reserves the right to dispose of material if the order is not paid in full within one year of the completion date of order. **Note:** Under no circumstances are the promotional tools to be returned without the Company's written approval.

Indemnification

The Customer warrants that releases have been obtained to reproduce any and all copyrighted or trademarked material submitted for reproduction. The Customer shall defend, indemnify, and hold harmless the Company, its subsidiaries, and its authorized representatives, 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. 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.

I, the Customer, have read and agree to the Terms & Conditions above and authorize the Company to print a book according to the specifications on this order form. Parent or guardian must sign for a Customer younger than 18 years old. **Signature required.**

X
Signature _____

Adult signature required if author is younger than 18 years old.

Date _____

Promotional Tools Price Guide



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Email:
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You can send us press-ready files, or we can build your promotional items based on your book cover. Provide details such as text, artwork, layout specifications, and ink color choices. **Material not press-ready will incur design charges of \$60/hour (\$30 minimum).** Sample custom promotional tools available upon request.

Prices Effective 4-24

FREE Advanced Sales Coupons - available for download or printing at morrispublishing.com

All prices are for press-ready material and do not include shipping.

Quantity	50	100	250	500	1000	
Bookmarks - 2"x8" on 10pt coated stock. With UV coating (front only) add 3¢ ea.						
Full-Color (1 side)	\$94	\$111	\$130	\$141	\$159	
Full-Color (2 sides)	122	144	169	184	206	
Brochures - 8 1/2"x11" on 80lb gloss, folded in half or tri-folded.						
Full-Color (2 sides)	\$159	\$186	\$218	\$260	\$316	
Business Cards - Round corner option add 3¢ ea. (non-folded corners only).						
100lb gloss cover, 3 1/2"x 2" or 2 1/2"x 2 1/2". With UV coating (front only) add 3¢ ea.						
Full-Color (1 side)	\$33	\$34	\$36	\$41	\$49	
Full-Color (2 sides)	43	44	47	53	63.50	
100lb matte cover, 3 1/2"x 2" or 2 1/2"x 2 1/2".						
Full-Color (1 side)	\$34	\$35	\$37	\$45	\$57	
Full-Color (2 sides)	44	45.50	48	58.50	74	
Folded, 100lb gloss cover, 4"x 3 1/2". With UV coating (front only) add 3¢ ea.						
Full-Color (2 sides)	\$93	\$97	\$105	\$127	\$164	
Postcards - 4"x 6" on 10pt coated stock. With UV coating (front only) add 3¢ ea.						
Full-Color (1 side)	\$99	\$116	\$136	\$147	\$170	
Full-Color (2 sides)	138	162	191	203	238	
Sell Sheets - 8 1/2"x11" on 80lb gloss, unfolded.						
Full-Color (1 side)	\$110	\$131	\$154	\$195	\$216	
Full-Color (2 sides)	121	143	168	237	293	
Trading Cards - 2 1/2"x 3 1/2" on 14pt card stock. With UV coating (front only) add 3¢ ea.						
Full-Color (2 sides)	\$38.50	\$40	\$55	\$90	\$150	
Quantity	25	50	100	250	500	1000
Posters - 12"x18," 11"x17," 11"x14" on 80lb gloss. With Bleed add 7¢ each.						
Full-Color (1 side)	\$50	\$87.50	\$125	\$250	\$375	\$550

Overrun Book Covers - must be ordered with books (either book size).

25 Covers.....	\$16.50	75 Covers.....	\$27.50	200 Covers.....	\$55.00
50 Covers.....	\$22.00	100 Covers.....	\$33.00	500 Covers.....	\$110.00

