



Book Reorder 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

Visit morrispublishing.com to reorder online.

For Office Use Only

Order# P- _____

Date rec'd _____

Ver. 2-24

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 _____

Guaranteed 100% privacy.
Your info is never sold or rented. Unsubscribe any time.

Author Name _____

Book Title _____

Reorder Changes

Please send a new PDF or hard copy pages if you have any changes to your book. We do NOT make changes to your inside pages. We can possibly make changes to the cover; call us for details on cover changes. If no changes are marked, book will be printed with original files.

- No changes;** reprint cover and inside pages same as before
- Uploaded** new PDF(s) to morrispublishing.com New cover New inside pages
- Emailed** new PDF(s) to publish@morrispublishing.com New cover New inside pages
- Enclosed** new PDF(s) (flash drive) New cover New inside pages
- Enclosed** correction(s) hard copy New cover New inside pages

Proof(s) (choose one):

- No proof needed**
- Email** my proof to: _____ first email proof **FREE**
- Send hard copy** proof(s) to my **shipping address** **\$40/cover/proof; \$40/inside pages/proof**

Payment Terms

- **1/2** of estimated total is required with your reorder.
 - **Balance** (including shipping, sales tax, and overrun/underrun) must be paid in full before books will be shipped
- Check, money order, or credit card (MasterCard®, Visa®, and Discover®) are acceptable payment methods. All payments must be paid in U.S. currency. We will email you an order number to pay online if you wish to pay with a credit card. Credit card payments are not accepted until the Book Reorder Form has been signed, received, and processed.

*****See website for pricing.*****

Number of books reordered = _____

Number of book pages = _____

Estimated cost per book = _____

Estimated cost per order = _____

Estimated Total Cost = _____

Shipping charges, overrun/underrun, and tax (if applicable) will be adjusted for final payment.

Terms & Conditions

This reorder form is a binding contract between Morris Publishing®, hereinafter referred to as the Company, and the author/publisher, hereinafter referred to as the Customer. No other statements or oral agreements are binding. The Company reserves the right to accept or reject any reorders. All terms and conditions from the original order (contract) will also apply to all reorders.

Production & Corrections: Normal production time is **15 business days** from the day after approved text and cover proofs are received. Rush service is **10 business days** from the day after receipt of all approved proofs. The Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, fire, energy failure, or any other reasonable causes whatsoever. Due to the nature of short-run printing, there may be variations in color from one reprint to the next due to differences in material (paper, ink, equipment, etc.) and environment. The Company will endeavor to maintain consistent color from one run to the next, but color variation is possible and will be considered acceptable. Company errors from original order will be corrected at no charge if Customer provides corrections at time of reorder. Customer errors or changes to originally submitted material may be subject to extra charges. The Customer has the option to review a proof before reprinting if indicated on the reorder form.

Shipping: The Customer pays the freight on all reorders. 3-Ring and Hardback shipping and handling will incur an extra charge. Orders are shipped via UPS or motor freight carrier. Allow 3-5 business days for delivery. Faster delivery service is available 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. The Company is not responsible for misdirected packages or delays caused by the shipper. Defective books not due to shipping damage must be reported to the Company within 90 days of ship date. Concealed damage must be reported to the carrier within 7 days of delivery. The Company reserves the right to repair, replace, or credit defective books.

Payment: *Half of the estimated cost is due at the time of reordering.* The balance, including shipping, is due before the books ship. 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. Accounts more than 30 days will be charged 1.33% interest per month (16% per annum). All orders must be paid in U.S. currency. If collection services are needed to collect, the Customer is liable for any fees incurred. Cancellation after this reorder form is received will still hold the customer responsible for costs incurred by the Company concerning actual preparation and/or production on order. As is customary in the printing trade, all orders are subject to a 10% overrun or underrun factor and will be shipped and invoiced accordingly. Under no circumstances are books to be returned without the Company's written approval.

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 _____

Date _____

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

Instructions: _____