





# COVER INFORMATION

Wording for Title: \_\_\_\_\_  
 Wording for Subtitle: \_\_\_\_\_  
 Author's Name: \_\_\_\_\_  
 Wording for Spine: \_\_\_\_\_

Price Per Book  
5 1/2" x 8 1/2"  
 Price Per Book  
8 1/2" x 11"  
 Price Per Order

Perfect bound books must have at least 90 pages for spine text.

- Text on back cover ~ Please enclose text; clearly label as back cover text.
- No text on back cover.

## COVER INKS ~ Complete for all covers (Press-Ready or requiring Cover Design Assistance).

**In-House Cover Ink** ~ See inks on p. 53  
 Full-color stock covers can be imprinted with black or one in-house ink. Design templates and custom covers are printed on white stock with black and/or one in-house ink at no extra cost. A maximum of 3 in-house inks may be used.

Additional in-house inks are: 100-500 books - \$50/ink/order      501+ books - \$60/ink/order

- Black
- Hunter - 554
- Orange - 021
- Process Blue
- Royal Blue - 286
- Wine - 202
- Brown - 464
- Kelly - 340
- Peach - 1625
- Process Magenta
- Smoke - 421
- Yellow - 106
- Burnt Sienna - 470
- Lite Gold - 116
- Pink - 182
- Purple - 527
- Spring Green - 347
- Country Blue - 542
- Navy - 281
- Plum - 222
- Red - 186
- Turquoise - 321
- Cream - 155
- Old Gold - 1235
- Powder Blue - 291
- Rose - 500
- Walnut - 469

Specify ink colors: \_\_\_\_\_  
 Special Order PMS. Specify ink color \_\_\_\_\_ \$85/ink/order

**Full-Color Custom Covers** ..... 25¢/40¢/book

**Foil Stamping** ~ Not available for RUSH service. Specify color (200 min.):  Gold  Silver  
 200 books = \$1.00/\$1.15/book      1000 books = 40¢/50¢/book      4000 books = 23¢/30¢/book  
 300 books = 75¢/85¢/book      2000 books = 30¢/45¢/book      5000 books = 21¢/26¢/book  
 500 books = 60¢/70¢/book      3000 books = 25¢/35¢/book

**Printing on Inside Covers** ~ Label material as "inside front" or "inside back"... 15¢/book/cover  
 Price is for black ink. Call for pricing of colors other than black.

## MISCELLANEOUS

- Overrun Covers** ~ Either size book; glossy cover press sheets, trimmed
  - 25 covers – \$16.50
  - 75 covers – \$27.50
  - 200 covers – \$55
  - 1000 covers – \$165
  - 50 covers – \$22.00
  - 100 covers – \$33.00
  - 500 covers – \$110
  - 2000 covers – \$220
- Counter Displays** ..... # \_\_\_\_\_ x \$2.00/each
- Padded Shipping Envelopes** ~ Available in both sizes; a case = 25 envelopes
  - for 5 1/2" x 8 1/2" books... \_\_\_\_\_ x \$18/case
  - for 8 1/2" x 11" books... \_\_\_\_\_ x \$22/case
- Bar Codes on Labels**..... 100 = \$38/order      500 = \$85/order      3000 = \$140/order  
 200 = \$45/order      1000 = \$95/order      4000 = \$165/order  
 300 = \$55/order      2000 = \$115/order      5000 = \$185/order

## SPECIAL INSTRUCTIONS

Add additional pages if necessary.

Additional Charges \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL ALL COLUMNS**

# Books ordered _____ x blue or green column = _____
Total gray column + _____
<b>Subtotal</b> = _____
RUSH Service (15% up-charge of subtotal - \$200 minimum) + _____
Estimated Shipping/Handling (approx. 30¢/book) + _____
<b>* Total Estimated Cost</b> = _____
First Payment – 1/3 required (Round up to nearest \$1) _____

# TERMS & CONDITIONS

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

## TERMS OF BOOK ORDER FORM

Morris Publishing, hereinafter referred to as the Company, agrees to produce an original book in accordance with information provided on this order form. The publisher/author, hereinafter referred to as the Customer, agrees to furnish all text and other material to be printed in the Customer's book.

## MATERIAL

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. The Customer warrants that releases have been obtained to reproduce any and all copyrighted or trademarked material submitted for reproduction. Book material will be saved by the Company for five years.

## PRODUCTION

Normal production time is 20 **BUSINESS DAYS from the day after we receive approved text and cover proofs.** RUSH service is 12 **BUSINESS DAYS from the day after receipt of all approved proofs.** We are not in production on weekends or holidays and are closed between Christmas and New Year's Day; therefore, these days are not counted as business days. 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 can estimate but cannot promise or guarantee ship dates. Production time does not include shipping time. **Regarding RUSH:** Customer delays or inability to contact Customer if questions arise may alter shipping date, for which Morris Publishing is not responsible. In this event, Customer is still responsible for the RUSH charge. Order will be shipped when final payment is received. The Company recommends putting final payment on credit card. The Company reserves the right to deny RUSH service for any reason.

## PROOF & CORRECTIONS

A proof will be submitted to the Customer. Corrections are to be made on this proof 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 is submitted press-ready for the cover or text pages. The Company reserves the right to use its judgment on design of the cover if no definite instructions are given. The Company will endeavor to do its best to produce error-free books. However, material submitted by the Customer or inadequate final proofing by the Customer 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. **The 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 book order has been received, 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.

## SIGNATURE & SS# REQUIRED



I have read the **Publishing Guide** and the terms above and authorize the Company to print a book in accordance with the information furnished on this order form. (Parent or guardian must sign for a Customer 18 years old or younger).

Publisher/Author \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE REQUIRED NUMBER REQUIRED\*

## SHIPPING

The Customer pays a per book shipping cost, based on current freight rates. We do not ship COD. Shipping cost must be paid before order will be shipped. Unless otherwise noted, costs are 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 and Hawaii will be shipped Parcel Post (media mail) and require 3–6 weeks for delivery. Orders from outside the USA are not accepted. 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. The Company reserves the right to repair, replace, or credit defective books. 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 books 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

One-third of the total printing bill will be due when the manuscript and other material are submitted to the Company. The second 1/3 will be due when the Customer returns the proof. The final 1/3 (including shipping costs and overrun/underrun charges) will be due before the books are scheduled for shipment. All accounts over 30 days will be considered overdue and will be charged 1.5% interest per month (18% per annum). If collection services are necessary to collect overdue accounts, the Customer is liable for any such fees incurred. All prices are based on payment in U.S. Currency. **Note:** As is customary in the printing trade, all orders are subject to a 10% 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. The Company reserves the right to dispose of books and material if the order is not paid in full within one year of order completion date.

## 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 orders. The Company's name, address, and phone number will be included in every book produced (on the copyright page).

## INDEMNIFICATION

The Customer shall defend, 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. 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.

\*In order to qualify for 3 payment installments, social security # is required; otherwise, full payment is due with the order.