



3212 E. Hwy 30  
P.O. Box 2110  
Kearney, NE 68848  
Fax: 308-237-0263

# BOOK REORDER FORM

Call for reorder price quotes and minimum quantities.

800-650-7888

For Office Use Only

Book # P- _____
Date rec'd _____
Date due _____

2/09

Name of Author/Publisher \_\_\_\_\_

Book Title \_\_\_\_\_

**PUBLISHER/AUTHOR BILLING** Proof sent to this address.

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**PAYMENT METHOD**

Check or Money Order     Visa     MasterCard

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expires \_\_\_/\_\_\_ Security Code \_\_\_ \_\_\_ Amount \$ \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**SHIPPING ADDRESS**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

No P.O. boxes – street address required to ship books.

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_

**BOOK SPECIFICATIONS**

Number of books wanted \_\_\_\_\_

Number of pages \_\_\_\_\_

Estimated cost per book \$ \_\_\_\_\_

Estimated costs per order \$ \_\_\_\_\_

Estimated total cost \$ \_\_\_\_\_

**CHANGES OR CORRECTIONS – list below or attach additional pages if necessary.**

Reorders with 20+ text changes/corrections require a new text proof. This adds approximately 10 days to production.

My reorder has less than 20 text changes/corrections, but I want to review a new text proof (optional).

My cover has changes/corrections. I want to review a new cover proof (optional).

**BOOK REORDER TERMS:**

**Production:** Morris Publishing, hereinafter referred to as the Company, assumes responsibility for scheduling and production of the books; normal production time is 20 BUSINESS days after the Company receives a signed and approved proof. However, 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. Variations may be caused by differences in materials (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.

**Corrections:** The Company will assume responsibility to correct all errors in the originally submitted copy if customer provides corrections at time of reorder. **Changes or additions to originally submitted material will be subject to additional 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. Orders are shipped via UPS or motor freight carrier (truck). The Customer may request faster

service (air freight, etc.). Shipping outside the Continental USA will be shipped the most economical way. As is customary in the printing trade, all orders are subject to a 10% overrun/underrun factor and will be shipped and invoiced 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: Half of the estimated cost is due at the time of reordering.** The balance, including shipping, is due before the books ship. All accounts over 30 days 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 collection fees. All orders must be paid in U.S. currency.

**Conditions:** This *Book Reorder Form* is a binding contract between the Company and the Customer. No other statements or oral agreements are binding. Cancellations 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. We reserve the right to accept or reject any reorder applications.

I have read the above and authorize Morris Publishing to reprint a book in accordance with information furnished here.

**This form must be completed and signed. Production will not begin until this form is returned.**

Self-publisher \_\_\_\_\_ S.S. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date \_\_\_\_\_