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BOOK REORDER FORM

Call for reorder prices and minimum quantities.

800-650-7888

For Office Use Only

Book # P- _____
Date rec'd _____

11-16 web

Name of Publisher/Author _____ Book # _____

Book Title _____

PUBLISHER/AUTHOR BILLING Proof sent to this address.

Name _____

Street Address _____

City _____

State _____ Zip _____

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PAYMENT METHOD

Check or Money Order Visa MasterCard Discover

For credit card payment, call us or go to www.morrispublishing.com/pay.
 Book number is required for online payment. Call us if you have lost or forgotten your book number. Order processing begins when payment is received.

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 to reorder _____

Number of book pages _____

Estimated cost per book \$ _____

Estimated costs per order \$ _____

Estimated Total Cost \$ _____

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

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 fewer than 20 text changes/corrections. I want to see a new proof: No Yes
- My cover has changes/corrections (a new cover proof will be mailed or emailed to you).

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 **20 business days** from the day *after* approved text and cover proofs are received. Rush service is **12 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. 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. Sales tax will be charged to NE and FL customers, unless NE customers submit Form 13 and FL customers submit Form DR-13 or DR-14. 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 above and authorize the Company to print a book according to the specifications provided.

SIGNATURE REQUIRED

Publisher/Author _____ Date _____

Signature required

Parent Signature _____ Date _____

Parent signature required if author is 18 or younger