



PROMOTIONAL TOOLS ORDER FORM

Complete in its entirety and submit with your material.

Signature required on p. 2.

For Office Use Only

Order #	P- _____
	T- _____
Date rec'd	_____

11-16 web

800-650-7888 • Fax: 308-237-0263
e-mail: publish@morrispublishing.com

Shipping via carrier (UPS, FedEx), send to: 3212 E. Hwy. 30 • Kearney, NE 68847
Shipping via U.S. Post Office, send to: P.O. Box 2110 • Kearney, NE 68848

Publisher/Author

Payment Method

All correspondence will be sent to publisher unless otherwise noted.
Proofs will be sent to this address by 2-day air service. Street address required.

For first half installment

Book Title _____
 Name _____
 Street Address _____
 City _____ State _____ Zip _____
 Daytime Phone (____) _____
 Cell (____) _____
 Fax (____) _____
 E-mail _____

Payment type:

- Check or Money Order (enclose)
- Credit Card – Visa, MasterCard & Discover accepted

For credit card payment, call us or go to www.morrispublishing.com/pay – upon order receipt, an email confirmation will be sent to you that includes your book number (number is required for online payment). Order processing begins when payment is received.

- NE & FL orders:** Check if tax exempt. To avoid paying sales tax, Nebraska customers must submit Form 13 (NE Exempt Sales Certificate), and Florida customers must submit Form DR-13 (Resale Certificate) or DR-14 (Consumer's Certificate of Exemption).

Please supply billing and/or shipping address if different from above.

MATERIAL SUBMITTED: QuarkXPress, InDesign, Photoshop, or Illustrator PDF file Requires design assistance
Enclose hard copy if submitting digital files. Send artwork, text, instructions, etc., if design assistance is required. Design work is \$40/hour.

POSTCARDS See pricing on page 3. Price _____
 Sized at 4" x 6" Qnty. _____ Match book cover design (layout will be altered to fit postcard)
 1 ink color – specify: _____
 Multi- or full-color _____
 Multi- or full-color & printing back side in multi- or full-color _____

BOOKMARKS See pricing on page 3.
 Sized at 2" x 8" Qnty. _____ Match book cover design (layout will be altered to fit bookmark)
 1 ink color – specify: _____
 Multi- or full-color _____
 Multi- or full-color & printing back side in multi- or full-color _____

POSTERS See pricing on page 3.
 Sized at 11" x 17" Qnty. _____ Match book cover design (digital files should be 300 dpi at actual size)
 1 ink color – specify: _____ Multi- or full-color _____

BROCHURES See pricing on page 3.
 Sized at 8 1/2" x 11", folded Qnty. _____ Match book cover design (layout will be altered to fit brochure)
 1 ink color – specify: _____ Multi- or full-color _____
 Multi- or full-color & printing back side in multi- or full-color _____
 Tri-fold Half-fold

SELL SHEETS See pricing on page 3.
 Sized at 8 1/2" x 11" Qnty. _____ Match book cover design (layout will be altered to fit sell sheet)
 1 ink color – specify: _____ Multi- or full-color _____
 Multi- or full-color & printing back side in multi- or full-color _____

BANNER See pricing on page 3.
 Qnty. _____ 3' x 6' 3' x 7' 3' x 8' Add grommets to hang (we add 2 - 3 on top & bottom depending on size)

MISCELLANEOUS Other: _____

Read and sign Terms & Conditions on p. 2.

TOTAL COST _____

First payment is 50%; shipping & tax (if applicable) will be added to final payment.

1st Payment Amount _____

TERMS & CONDITIONS

This order form must be signed and submitted with your promotional tools 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. Customer further consents to venue in Nebraska and waives any rights to challenge venue in Nebraska.

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 created by Company artists. Promotional tools production 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.

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 photographs or other screened artwork is 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 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 the Customer failed to return the proof with corrections; if additional corrections are submitted after the proof has been returned; or if the 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 the time of reprint may incur an additional charge. **Note:** After the order form 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 REQUIRED

I, the Customer, have read and agree to the Terms & Conditions above and authorize the Company to print promotional tools in accordance with the information furnished on this order form. (Parent or guardian must sign for authors 18 years old or younger).

Publisher/Author **X**

Signature Required

Date

SHIPPING

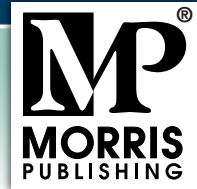
The Customer pays for shipping cost, based on current freight rates. Orders are not shipped COD. Estimated shipping costs can be requested and are to be included with final payment, due before promotional tools are scheduled for shipment. Unless otherwise noted, cost is for a single shipment, without storage. Orders are shipped FOB destination via UPS 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 (including shipping costs and overrun or underrun charges) will be due before the promotional tools are scheduled for shipment. 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 past due will be charged 1.33% interest per month (16% per annum). If collection services are necessary to collect overdue accounts, the Customer is liable for any such fees incurred. 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:** As is customary in the printing trade, all orders are subject to a 10 percent overrun and underrun factor and will be shipped accordingly. 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 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.



PROMOTIONAL TOOLS

Prices Effective 4-16

Quantity	50	100	200	500	1000	1500	2000
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***POSTCARDS 4" x 6"** on 10 pt. Coated 1 Side

1 color	\$60.00	\$70.00	\$82.00	\$88.00	\$102.00	\$116.00	\$130.00
Multi- or full-color	99.00	116.00	136.00	147.00	170.00	193.00	216.00
Multi- or full-color & printing on back side	138.00	162.00	191.00	203.00	238.00	270.00	302.00

Lamination or UV coating available – call for pricing.

***BOOKMARKS 2" x 8"** on 10 pt. Coated 1 Side

1 color	\$56.00	\$66.00	\$78.00	\$85.00	\$96.00	\$107.00	\$118.00
Multi- or full-color	94.00	111.00	130.00	141.00	159.00	177.00	195.00
Multi- or full-color & printing on back side	122.00	144.00	169.00	184.00	206.00	228.00	250.00

Lamination or UV coating available – call for pricing.

***POSTERS 11" x 17"** on 80# gloss

1 color	\$87.00	\$102.00	\$120.00	\$132.00	\$157.00	\$182.00	\$207.00
Multi- or full-color	144.00	169.00	199.00	219.00	263.00	307.00	351.00

***BROCHURES 8 1/2" x 11"** on 80# gloss, folded

1 color	\$93.00	\$109.00	\$128.00	\$175.00	\$204.00	\$233.00	\$262.00
Multi- or full-color	132.00	155.00	182.00	223.00	279.00	335.00	391.00
Multi- or full-color & printing on back side	159.00	186.00	218.00	260.00	316.00	372.00	428.00

***SELL SHEETS 8 1/2" x 11"** on 80# gloss, unfolded

1 color	\$87.00	\$102.00	\$120.00	\$137.00	\$152.00	\$167.00	\$182.00
Multi- or full-color	110.00	131.00	154.00	195.00	216.00	237.00	258.00
Multi- or full-color & printing on back side	121.00	143.00	168.00	237.00	293.00	349.00	405.00

Note: Printing on back side is in multi- or full-color.

OVERRUN BOOK COVERS – either book size

25 covers	\$16.50	200 covers	\$55.00
50 covers	\$22.00	500 covers	\$110.00
75 covers	\$27.50	1000 covers	\$165.00
100 covers	\$33.00	2000 covers	\$220.00

MISCELLANEOUS

Design work (for promotional material) \$40/hour (\$20 min.)

Counter displays \$2.00 each

Padded shipping envelopes for 5 1/2" x 8 1/2" books \$18/case of 25 envelopes
 for 8 1/2" x 11" books \$22/case of 25 envelopes

Banners 3' x 6' = \$62; 3' x 7' = \$72; 3' x 8' = \$82

Add grommets to hang \$1.50/grommet

***ALL prices are for press-ready material and do not include shipping charges.**

3212 E. Hwy 30
 Kearney, NE 68847
 800-650-7888
www.morrispublishing.com

