



Book Order Form

Complete this form in its entirety and submit with your material.
For hardcover books, use our *Hardcover Order Form*.

Signature required on p. 4.

Via carrier (UPS, FedEx), send to: 3212 E. Hwy. 30 • Kearney, NE 68847
Via Post Office, send to: PO Box 2110 • Kearney, NE 68848

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

For Office Use Only	
Order # P-	_____
Date rec'd	_____

11-16 WEB

Send Proof to:

Proofs will be sent by 2-day air service. Street address required.

Name _____

Book Title _____

Street Address _____

City _____ State _____ Zip _____

Daytime Phone (_____) _____

Cell Phone (_____) _____

Fax (_____) _____

E-mail _____

Send Books to:

Better service if delivered to a business address. Street address required.

Name _____

Street Address _____

City _____ State _____ Zip _____

Daytime Phone (_____) _____

Send Invoice to:

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Payment Method

For first installment – 1/3 of total cost is required at time the order is placed.

Note: Final shipping charges, overrun/underrun, and tax (if applicable) will be adjusted for final payments.

Payment type:

- Check or Money Order (enclosed)
- 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).

PRODUCTION TIME ~ If no selection is marked, order will be processed with normal production.

- Normal Production:** 20 business days from the day *after* receipt of approved cover/text proofs
- Rush Service:** 12 business days from the day *after* receipt of approved proofs -15% up-charge (\$200 min.)

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

BOOK SPECIFICATIONS

Book Size: 5 1/2" x 8 1/2" = blue column 8 1/2" x 11" = green column

Number of Books: _____ (100 min.)

Number of Pages: _____ *For base prices, see web site* **Base Price**

PAGES ~ Pages must be press-ready.

Material Submitted: PDF uploaded via company web site
 PDF enclosed PDF e-mailed Hard copy enclosed

Text Paper: 60# White **FREE**
 60# Cream **15¢/25¢/book**

Photo/Art Ink: Photos/artwork in PDF file to be printed in black ink # _____ x **\$3.50** ea.
 Number of pages to be printed in full-color # _____ x **15¢/25¢/page/book**

Photo/Art Scans and/or Placement: Photos/artwork with shading to be scanned # _____ x **\$9** ea.
 Digital photos/artwork to be positioned on a page # _____ x **\$6** ea.
 Line art (no shading) to reduce, enlarge, and/or place # _____ x **\$5** ea.

Typesetting: Page numbering **\$50/order**
 Title Page *Typestyle (if known) **\$5/\$7.50/pg.**
 Copyright Page *Typestyle (if known) **\$5/\$7.50/pg.**
 Mail-Order Page *Typestyle (if known) **\$5/\$7.50/pg.**

Available ONLY for pages listed. All other pages must be press-ready.

For mail-order page, provide book price, shipping/handling charges, and contact information for ordering – address, e-mail, web site, etc.

**We recommend the same typestyle as used in your other pages, so all pages look uniform. Enclose all material for these pages and provide any special instructions.*

PAPERBACK BINDING ~ Choose **ONE** of the 3 binding styles.

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

Perfect Binding: 10 pt. cover stock; either book size **FREE**

Plastic Coil Binding: 12 pt. cover stock **30¢/35¢/book**

Choose one *plastic coil color*:

- White Red Maroon Blue Navy Hunter Brown Black

Plastic Comb Binding: 12 pt. cover stock **30¢/35¢/book**

Choose one *plastic comb color*:

- White Red Maroon Blue Navy Hunter Brown Black

Imprinted plastic comb (optional; not available with RUSH Service.)

100-199 books = **55¢/65¢/book** 200-1000 books = **35¢/45¢/book** 1001+ books = **30¢/40¢/book**

Wording on Comb Binder: _____

Choose one *plastic comb imprint ink color*:

- Black White Brown Cream Red Royal Bright Blue

- Hunter Gold Silver

COVER FINISH ~ If no selection is made, UV coating will be used.

UV Coating **FREE**

Plastic Lamination **25¢/30¢/book**

COVER DESIGN

Create a cover one of 3 ways: **1)** send press-ready, **2)** use cover design assistance, or **3)** use a full-color stock cover. **Complete only ONE** of these sections to indicate design. Complete **Cover Inks** if directed to do so. **Note:** Printing text on spine of perfect bound books requires 90 minimum pages.

1. PRESS-READY COVER ~ Also complete **Cover Inks** section.

Material Submitted: **Furnish a matching hard copy of your cover.**

- PDF uploaded to company's web site PDF e-mailed PDF enclosed

2. COVER DESIGN ASSISTANCE ~ Also complete **Cover Inks** section.

Ink choices and complexity of artwork will dictate the package needed. Call if you need assistance.

Design Package 1 **FREE**

Design Package 2 **\$175/order**

Design Package 3 **\$275/order**

Proceed with cover design using:

- Cover Template # _____. Download templates from our web site; enclose and provide details.
 Customer's Idea – Submit sketch, wording, and detailed description of cover.

Submit digital files, original photos/artwork (no printouts or photocopies), or provide image I.D. number from www.shutterstock.com.

Back Cover: blank has content – Enclose text (photo optional); provide clear instructions.

3. FULL-COLOR STOCK COVER ~ For 5 1/2" x 8 1/2" books only.

Stock Cover # _____ **FREE**

Wording in black, white, and one in-house cover ink are **FREE**. We will use recommended ink colors as shown on covers at www.morrispublishing.com. If you prefer a different color, please indicate below.

Title Wording _____

Subtitle Wording: _____

Author Name: _____

Spine Wording: _____

For perfect bound books only – must have at least 90 pages for spine text.

Back Cover: blank has content – Enclose text (photo optional); provide clear instructions.

COVER INKS ~ Complete for *Press-Ready* covers or if requesting *Cover Design Assistance*.

In-House Cover Ink: See cover ink chart at www.morrispublishing.com

- | | | | | | |
|----------------------|-------------------|---------------------|-------------------|----------------------|----------------|
| • 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 | |

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

Price Per Book
8 1/2" x 11"

Price Per Order

Print cover in 1 ink (specify): _____ **FREE**

Print cover in 2+ inks (specify): _____ **15¢/25¢/book**

Print cover in full-color. _____ **15¢/25¢/book**

Special order PMS (specify ink color) _____ Call for pricing

Foil Stamping: Not available with 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**
Printed in any one in-house ink or multi- or full-color. Specify _____

TECHNICAL DETAILS

I have e-mailed or uploaded my bar code to Morris Publishing. Place on my back cover.

File/Create the following items for me:

Library of Congress Control Number (file for PCN) _____ **\$20/order**

Create a bar code for my back cover. ISBN # _____ **\$20/order**
Customer must supply ISBN. Bar code is printed on back cover in black ink on a white background.

Print bar code: with price bar; price \$ _____ without price bar

MISCELLANEOUS

Overrun Covers ~ Either size book; glossy cover press sheets, trimmed

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> 25 covers – \$16.50 | <input type="checkbox"/> 75 covers – \$27.50 | <input type="checkbox"/> 200 covers – \$55 | <input type="checkbox"/> 1000 covers – \$165 |
| <input type="checkbox"/> 50 covers – \$22.00 | <input type="checkbox"/> 100 covers – \$33.00 | <input type="checkbox"/> 500 covers – \$110 | <input type="checkbox"/> 2000 covers – \$220 |

Counter Displays# _____ x **\$2.00/each**

Padded Shipping Envelopes ~ Available in both sizes; a case = 25 envelopes

- | | |
|--|---|
| <input type="checkbox"/> for 5 1/2" x 8 1/2" books... _____ x \$18/case | <input type="checkbox"/> for 8 1/2" x 11" books... _____ x \$22/case |
|--|---|

SPECIAL INSTRUCTIONS

Add additional pages if necessary.

Additional Charges _____

TOTAL ALL COLUMNS

--	--	--

Books ordered _____ x blue or green column = _____
Total gray column = _____
Subtotal = _____
RUSH Service (15% up-charge of subtotal – \$200 min.) + _____
Shipping & Handling – 30¢/55¢/book + _____
*Total Estimated Cost = _____
First Payment – 1/3 required (Round up to nearest \$1) = _____
See "Payment Method" on first page for payment options and instructions.

TERMS & CONDITIONS

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

TERMS

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. 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. **The Company's name, address, and phone number will be included in every book produced** (on the copyright page). The parties agree that the validity, construction, and performance of this Contract shall be governed by the laws of the State of Nebraska. The 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. The Customer further consents to venue in Nebraska and waives any rights to challenge venue in Nebraska.

MATERIAL

The Customer retains all rights to his/her own material submitted for printing. 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. Book printing files will be saved by the Company for five years.

PRODUCTION

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 is not in production on weekends or holidays and is 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. The Company 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 the Company 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 sent to the Customer. Corrections are to be made on the 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 for cover or pages are submitted press-ready. The Company reserves the right to use its judgment on cover design if no clear instructions are given. The Company will endeavor to do its best to produce error-free books. Inadequate material submitted by the Customer or Customer's inadequate final proofing 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. **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, and inks between color proofs and printing, a reasonable variation in color between proofs and completed job shall be acceptable.

SHIPPING

The Customer pays a per book shipping cost, based on current freight rates. Orders are not shipped COD. Shipping cost must be paid before order will be shipped. Unless otherwise noted, cost is 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, 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 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. Concealed damage must be reported to the carrier within 7 days of delivery.

PAYMENT

One-third of the total bill will be due when the order and all 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. Sales tax will be charged to NE and FL customers, unless Nebraska customers submit Form 13 and Florida customers submit Form DR-13 or DR-14. If collection services are needed to collect, the Customer is liable for any fees incurred. Accounts 30 days past due are considered overdue and are charged 1.33% interest per month (16% per annum). 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 of 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 books and material if the order is not paid in full within one year of order completion date. **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.

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 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.

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 18 years old or younger.

SIGNATURE REQUIRED

Publisher/Author ^X _____ Date _____

Signature Required

Parent Signature ^X _____ Date _____

Parent Signature Required if author is 18 or younger