



Family**Keepsake**Cookbooks

A DIVISION OF GATEWAY RASMUSSEN

Customer Proof Check List

- **Review the Front Cover** (Make sure the title and wording is correct).
- **Review your Title Page** (The wording should match your front cover).
- **Review all Intro Pages** (Located at the front of the book. Cross check to the material you submitted to ensure nothing has been missed. Make sure the proper photos / logos / drawings / etc. have been used and are on the proper pages).
- **Review the Category Listing page.** (If you omitted a divider or if you created custom dividers, please make sure we have the correct categories).
- **Review the recipes** (Cross check against the originals. Things to look for –
Make sure all ingredients referred to in the method are listed with the ingredients.
Make sure cooking temperature(s) are given.
Make sure the method/directions are clear and make sense.
- **Review the spelling of the recipe contributors' names** (Keep names consistent. For example – if Rose Smith has submitted recipes as both Rose Smith and R. Smith – we suggest using Rose Smith on all of her recipes to keep things consistent).
- **Review the Recipe Index** (At the back of the book. The Recipe Index is prepared with the categories listed alphabetically, with the recipes then listed alphabetically within each category).
- **Review the Back Cover** (If you have done a custom back cover – make sure it has been done correctly).

Corrections – Please note – if something within your cookbook has been done incorrectly, we will gladly make the corrections and/or changes at no charge. Corrections and/or changes such as spelling mistakes, missing ingredients, or adding a paragraph to an Intro page will be done at no charge. If, however, extensive editing of a project is requested, an editing fee may apply. (Extensive editing includes such things as re-arranging recipes, creating new recipe groupings, completely re-doing Intro pages – things like that).

Questions? Call us Toll Free 1-800-665-4878
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