MORRIS PRESS COOKBOOKS

RECIPE COLLECTION SHEET

For office use only	Recipe No.

Category

Recipe Title

Submitted By

INGREDIENTS: Use abbreviations pt. qt. pkg. env. c. tsp. T. oz. lb. gal. doz. sm. med. lg.

DIRECTIONS:

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INSTRUCTIONS

- Print **NEATLY IN INK, NOT PENCIL,** and place only **ONE RECIPE** per form.
- If more room is needed, use another sheet of the same size and staple together.
- Please **WRITE LEGIBLY**, as this will greatly reduce errors.
- List all ingredients in order of use in ingredients list and directions.
- Include container sizes, e.g., 2 (8-oz.) cans, temps, and baking/cooking times.
- Keep ingredients separate and directions in one paragraph. Do not submit recipes in steps, columns, or charts. Recipes which cannot conform to our chosen recipe format will be omitted.
- Use names of ingredients in the directions, e.g., "Combine flour and sugar." DO NOT use statements like, "combine first three ingredients."
- Be consistent with the spelling of your name for each recipe you contribute.
- Any special recipe notes (anything other than ingredients, directions, contributor name, serving size, or recipe title) should be kept as a separate comment on the bottom of this form, as they may not be included unless we pay extra for it.
- Your recipes should fit into one of the following categories:

Appetizers & Beverages
Breads & Rolls
Soups & Salads
Desserts
Vegetables & Side Dishes
Cookies & Candy
Main Dishes
This & That

Dear Friend,

Our organization is preparing a wonderful custom cookbook featuring favorite recipes from our members. The cookbook will be professionally published, and it is certain to become a treasured keepsake.

Please submit 3–5 of your favorite recipes so you can be represented in our group's cookbook. Follow the instructions above. Your name will be printed with each of your recipes. Thank you for contributing recipes as this will help to ensure that our cookbook will be a huge success.

We anticipate a great demand for our cookbooks, and we want to be certain to order plenty. You can reserve one or more for yourself and your family at this time to be assured of receiving them.

Please reserve _____ cookbook(s) for me.

Name _____

Please submit your recipes to the committee within 5 days so we can meet our deadline. Thank you!