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. ctn. 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., 16-oz. pkg., 24-oz. can.
- Keep directions in paragraph form – not in steps.
- Use names of ingredients in the directions, e.g., "Combine flour and sugar." DO NOT use statements like, "Combine first three ingredients."
- Include temperatures and cooking, chilling, baking, and/or freezing times.
- 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 the following categories:

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

Dear Friend,

Our organization is preparing a taste-tempting custom cookbook featuring favorite recipes from our members. These cookbooks will be professionally published and contain special pages of interest, a table of contents, an index, helpful cooking hints, and recipe category dividers. It is sure to be treasured for years to come.

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. Your help in contributing recipes will ensure that our cookbook will be a big success.

We anticipate a great demand for our cookbooks, and we want to be certain to order enough. 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 _____

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