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:

INSTRUCTIONS:

* TYPE OR PRINT CLEARLY 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

* 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.

* Anything not part of the recipe (ingredients, directions, contributor name, serving size, or recipt title) will not be included unless you select Recipe Notes for an extra charge.

* Be consistent with the spelling of yoru name for each recipe you contribute

* Your recipes should fit into the following categories, unless custom:

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