



# ENPOINTE<sup>SM</sup>

**CORPORATE OFFICE**

6845 Winnetka Circle, Brooklyn Park, MN 55428

m. 763.535.7277 [alwayssenpointe.com](http://alwayssenpointe.com)**Purchase Order****151514****ENPOINTE****Ac No :** 1925**Vendor :** Bindery Inc.

8201 Brooklyn Blvd.

Suite 1500

Brooklyn Park, MN 55445

Tel No :763-201-2800

Fax : 763-201-2790

**Order Date** 12/19/2022**Due Date** 1/11/2023**Ordered By** dawnh**Reference****Ship Attention****Ship To :** ENPOINTE BP

6845 Winnetka Circle

Brooklyn Park,MN 55428-1537

**Ship Via :****IO-15151**

#	Job #	Item / Quote	Quantity	Item Description	Unit Price	Per	Due dt.	Gross Amt	Tax
1	317541		1,250	SECURIAN 2023 REC BOOK The Bindery to WIRE-O BIND ON 11" EDGE WHITE WIRE-O Booklet: 38 pg. + F & B covers 8.5 x 11, White Wire-O bind 11" edge ADD Covers (110# X Advanced Digital Gloss Cover) PUNCH HOLES FOR BINDING BIND w/WHITE WIRE-O on 11" Edge BULK PACK in cartons  ENPOINTE to furnish: 2 covers on 110# Gloss Cover (8-1/2" x 11") 38 pages text (19 sheets) 100# Gloss Book Text (8-1/2" x 11") slip sheets between books  NET 1250 .....INCLUDES OVERS  Quote: 68515 11/28/22 1,250 books \$0.73 per book 1,400 \$0.72 1,500 \$0.71 {GL:05-01-01-1460}->Expense: {GL:05-01-60-5500}	0.7300	1	1/11/23	912.50	0.00

**Instructions and Conditions**

- 1: Return Acknowledgement promptly upon receipt of order & Invoice Promptly.
- 2: Place Order Number on all packages, bills of lading and invoices.
- 3: Seller warrants goods shipped produced in accordance with applicable provisions fair labor standards act.
- 4: No charge for packing or crating accepted unless perviously agreed on.

Authorized By: \_\_\_\_\_

Approved By : \_\_\_\_\_

**Sub Total** **\$912.50****Total Discount** **\$0.00****Total Tax** **\$0.00****TOTAL** **\$912.50**



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**SHIPPING REQUIRMENTS!**

□ The following guidelines apply to ENPOINTE vendors that ship materials/product to an ENPOINTE plant or drop ship to another Subcontractor, ENPOINTE Designated Warehouse or Customer location.

**SHIPMENT TO PLANT LOCATION**

ENPOINTE  
6905 Winnetka Circle  
Brooklyn Park, MN 55428

ENPOINTE  
1280 Energy Park Drive  
St. Paul, MN 55108

Normal receiving hours: M-F from 7:00 a.m. to 4:00 p.m.

1. Vendor/Subcontractor must supply a detailed packing list, affixed to the top carton of the first pallet on a shipment, or on one carton of a non-palletized shipment.
2. Purchase order number should be included in packing list.

Inbound shipments in excess of 12 pallets should be scheduled with the receiving department. For delivery appointment in Brooklyn Park, call 763-535-7277, Ext. 5522, for the warehouse  
Ext. 5285 for 6845 Production  
In St. Paul, call 651-632-9243  
M-F between 7:00 a.m. and 4:00 p.m. CST.

**DROP SHIPMENT FROM VENDOR, INCLUDING SUBCONTRACTOR, TO OTHER DISTINATION**

1. If Vendor is shipping to subsequent Subcontractor, ENPOINTE Designated Warehouse or Customer, an email with packing list must be sent to **packslips@alwaysenpointe.com**.
2. Purchase order number should be included in packing list.

**Any deviation from this process could delay payment of invoice.**