

Date: 12/1/2022

## 68820MS

To: **The Bindery**

**8309 Brooklyn Blvd**

**Brooklyn Park, MN 55445**

Attn: **Heather Cummings**

RECEIVED :

# THE BINDERY BIND ORDER

Use this sheet or provide all information on your Purchase Order

TYPE OF BINDING: **PERFECT [ X ]**  
**PUR GLUE**

DATE

12/01/2022

DATE NEEDED

02/08/2023

CUSTOMER NAME

VERSA PRESS for CONCORDIA PUBLISHING HOUSE

PURCHASE ORDER NUMBER

68820MS

PERSON TO CONTACT

Mark Sanders

TITLE OF JOB

562547 I WILL NOT BE AFRAID

QUANTITY

2,400

NUMBER OF PAGES

32

NUMBER OF SIGNATURES

1 - 8, 1 - 24

SEQUENCE OF SIGNATURES

1 - 8, 1-1 24

TRIM SIZE

9" X 10"

TRIMS

3/32" HEAD, 1/4" GUTTER

PACKING INSTRUCTIONS

☒ CARTONS BY THE BINDERY

☐ CARTONS FURNISHED

SPECIAL PACKING INSTRUCTIONS

MUST PACK 144/CARTON

BODY STOCK

80# 454 PPI COATED MATTE TEXT

COVER STOCK

10PT C1S, GLOSS LAMINATED

DRILLING HOLE SIZE

SPACING

FOLDING

BY VERSA

☐ BY THE BINDERY

☐ BY OTHERS

COVER SCORE

☐ 2 SIDES

☐ 4 SIDES (SIDE GLUE)

☐ SIDE WIRE STITCH

DELIVERY OR PICK-UP INSTRUCTIONS



## Estimate



**DATE:** 11/16/2022  
**TO:** Hailie Johnson  
Versa Press, Inc.  
**FROM:** Justine Carpenter  
**QUOTE:** Q68436

8201 Brooklyn Blvd  
Brooklyn Park, MN 55445  
Phone: 763.201.2800  
Receiving Dock Doors 31 - 36

Thank you for the opportunity to provide you with the following Estimate. Estimate valid for 90 days unless otherwise indicated..

**Project:**

- cut covers
- gather signatures
- perfect bind books (PUR perfect bind)
- 3-side trim to 9" x 10" (10" bind edge)
- bulk pack in cartons

**Quantity:** see below

In order to ensure making quantity, please provide 10% extra materials

**You furnish:**

- 1 cover-wraparound for perfect binder on 10pt CIS  
16 sheet on 80# matte text
- Text is furnished as folded signatures (1-24pp, 1-8pp)
  - Maximum head, foot and face trim is 1-9/16", minimum is 1/8"
  - Folded sigs must have closed spine (no z-folds)
  - Cover stock should have grain running parallel to spine to help prevent cracking
  - Covers furnished on press sheets for us to trim
  - Covers are laid out for a perfect bound book allowing an 1/8" overhang from raw sig size on the head and foot
  - Sigs are furnished skid packed or in skid tubs
  - UV and varnish coating knocked out of spine/side glue area of inside cover, and side glue area of first and last pages

**Shipping:** FOB one of our docks. We can provide transportation if requested. Shipping charges would apply.

**Price:**

1,300 books	\$0.39 per book
2,000	\$0.28
2,600	\$0.23

- Prices do not include cartons.

It is our pleasure to serve you! Please review all specifications (paper caliper, sheet count, etc.) for accuracy and let us know if you need any additional information.

### Your Bindery Team

<b>Eric Feuerstein</b>	<b>Scott Rooney</b>	<b>Jane Stire</b>	<b>Krista Kolstad</b>	<b>Mike Cress</b>
763-201-2732	763-201-2704	763-201-2735	763-201-2715	763-201-2725

*Finish With Us!*

## Standard Shipping Instructions

# CONCORDIA PUBLISHING HOUSE

Contact Instructions:

Fax Instructions:

Truck Type:

Delivery Instructions: **WHEN BOOKS ARE READY TO SHIP YOU MUST CONTACT CINDY SCALF @ VERSA PRESS WITH TOTAL COUNTS & WEIGHTS FOR A FREIGHT CARRIER.**

Special Instructions: **DO NOT SHIP BY YRC.**

	PO#	ISBN	Title	Ship Instr	Loc Instr	Versa	Email
Packing List:	True	True	True	True	True	False	True
Bill Of Lading:	True	False	False	False	True	False	False
Skid Topper:	False	False	True	False	False	False	False

Product	Qty	Branch Name	Contact Name	Ship Method	Ship Instructions
Bound Books	Bal	Shipping-CONCORDIA PUBLISHING HOUSE  3558 SOUTH JEFFERSON AVENUE  ST. LOUIS	MO	Common Carrier  63118	ITEM# 562547; PO# 105374 & THE TITLE MUST BE PRINTED ON THE PACKING LIST. WHEN BOOKS SHIP YOU MUST EMAIL A COPY OF THE PACKING LIST TO THE FOLLOWING EMAIL ADDRESSES: mary.rakoski@cph.org; mike.resendez@cph.org; mark.jarus@cph.org charlie.carretti@cph.org; mschwinn@versapress.com; hjohnson@versapress.com
Phone: 314-268-1000		Ext:	Fax:		

Carrier Name: Not Selected

CarrierAcctNo:

Dock Hours: 8 AM - 4 PM MON-FRI

Payment Type: 3<sup>rd</sup> Party Bill

Location Instr: **5 OR MORE PALLETS REQUIRE A DELIVERY APPOINTMENT.**

### Bill To Information

VERSA PRESS, INC.  
1465 SPRING BAY ROAD  
EAST PEORIA, IL. 61611  
  
PHONE#: 309-822-8272

### Forward Information



# Standard Shipping Instructions

Product	Qty	Branch Name	Contact Name	Ship Method	Ship Instructions
Sample Books	1	Shipping-CONCORDIA PUBLISHING HOUSE ATTN: SAMPLES DEPT.  3558 SOUTH JEFFERSON AVENUE  ST. LOUIS	CHARLIE CARRETTI   MO	Ground   63118	ITEM# 562547; PO# 105374 & THE TITLE MUST BE PRINTED ON THE PACKING LIST & BOL. WHEN BOOKS SHIP YOU MUST EMAIL A COPY OF PACKING LIST TO THE FOLLOWING EMAIL ADDRESSES: mary.rakoski@cph.org; mike.resendez@cph.org; charlie.carretti@cph.org; mark.jarus@cph.org; mike.resendez@cph.org; mschwinn@versapress.com; hjohnson@versapress.com

Phone: 314-268-1000

Ext:

Fax:

Carrier Name: UPS

CarrierAcctNo:

Dock Hours

Payment Type: PrePaid

Location Instr:

Bill To Information	Forward Information

# From Versa Press to Concordia Publishing House

562547 / I WILL NOT BE AFRAID

P.O. NO.: 105374



ITEM NO. 562547



JOB NO. 416899



ISBN 978-0-7586-6070-1



QTY/BOX 144



# Bindery Work Order

JobNo: J22-54432	Q22-65937	Status Group: 2302.2	Box No:	Qty / Stack:
Sales Rep: MS	Order Entry: TS2	Planner: MS2	No of Boxes:	No. Stacks:
CONCORDIA PUBLISHING HOUSE	35	Books / Box: 144 Exact	Maj. Sheets:	
562547 / I WILL NOT BE AFRAID		Max Box Wt: N/A	Min. Sheets:	
ISBN:	PO: 105374	Label Box: 1 End & 1 Side	Top Sheets:	
Reprint: J18-05621	Due Date: 1/10/2023	Pallet Size: 48" x 40", 4-Way - P-1		
Trim Size: 9 x 10	Spine: 0.11	Max PalletHt: 45"		
Trim Size (mm): Non-Standard	Spine (mm): 2.8	Recipe: 0	Recipe Name: None	
Number Books: 2000		No Layers: 0	Toggle: 0	
No64s:	No32s:	Pattern: 0	Boxer Per Layer: 0	
No16s:	No12s:	Boxes Per Skid: 0		
No8s: 1		Comments:		
No6s:				
Max Run: 2040	Min Run: 2000			

Status	Product Description	Qty	Ship Method	Max Run	Min Run	Instructions
	Sample Books	1	Ground	0	0	PO# 105374; ITEM# 562547 & BOOK TITLE MUST BE PRINTED ON THE PACKING LIST. WHEN BOOKS SHIP YOU MUST EMAIL A COPY OF THE PACKING LIST TO THE FOLLOWING EMAIL ADDRESSES: mary.rakoski@cph.org;mike.resendez@cph.org;charlie.carretti@cph.org;mark.jarus@cph.org; mschwinn@versapress.com; hjohnson@versapress.com
	Bound Books - Bal	1999	Common Carrier	2039	1999	PO# 105374; ITEM# 562547 & BOOK TITLE MUST BE PRINTED ON THE PACKING LIST. WHEN BOOKS SHIP YOU MUST EMAIL A COPY OF THE PACKING LIST & BOL TO THE FOLLOWING EMAIL ADDRESSES: mary.rakoski@cph.org;mike.resendez@cph.org;charlie.carretti@cph.org;mark.jarus@cph.org; mschwinn@versapress.com; hjohnson@versapress.com