

# Purchase Order



**POS** Professional Office Services, Inc.  
P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
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420172

6/13/23

1

VENDOR:

SHIP TO:

97785  
BINDERY, INC., THE  
8201 BROOKLYN BLVD #1500  
BROOKLYN PARK MN 55445

POS - MINNESOTA  
2902 3RD ST S  
WAITE PARK, MN 56387

ATTN:

NOTIFY:

*Bindery # 41420*

LINE	QUANTITY	UM	ITEM	DESCRIPTION	Cost
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User: SPELZER

1.00	12513	EA	BOOKS	BOOKS	690.72 M
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DELIVERY DATE 6/30/23

GE DESIGNS - ORDER #1959112  
MASTER YOUR STRIPOLOGY RULERS BOOK  
BINDERY QUOTE #Q6977401- PLEASE SEE INSTR.  
\$690.72/M - - WIRE-O BOOK  
MATERIALS TO THE BINDERY 6/21/23, COMPLETE 6/30/23  
\*\*\*\*\*  
PALMER TO INCLUDE 3% ADD'L OF EA... PRESS SHEET  
FOR SPOILAGE  
\*\*\*\*JOB WILL SHIP DIRECT FROM THE BINDERY\*\*\*\*

PO TOTAL

8642.98

# Purchase Order Request

Date of Request: 5/30/23

Contact Person: Steve Menk

Customer Name: GE Designs

Customer #: 520729

Sales Order #: 1959112

Form ID #: 2311648

Job Description: Master Your Stripology Rulers book

Quantity: 12,500

Samples Requested: 13

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q69774o1

Price: \$8,633.97

Date to Vendor:

Date Back From Vendor:

To arrive ~~6-21~~  
6-21

6-30  
ships direct from The Bindery

Vendor instructions:

Palmer to supply:

3,129 (+ 3% spoilage) press sheets with 4out each of the front and back covers.

12,513 (+ 3% spoilage) press sheets with 1out each of 16 pages (8 sheets).

6,257 (+3% spoilage) press sheets with 2out each of 8 pages (4 sheets).

Proof.

Boxes: The Bindery has some of our 11 x 11 x 10 boxes that they will test how the books fit. If they work we will get them more.

Bindery's # 41420

Special instructions:

Cut covers and text from press sheets to 8.5 x 11.

Collate, punch and Wire-o bind with white wire on 11" edge.

Shrink wrap in 12's.

Check fit of books in our 11 x 11 x 10 boxes. If it is good we will ship more to you.

Ship direct to GE Designs in Chaska, MN. Palmer to supply BOL and packing list.

Samples ship to Palmer.

## Estimate



**DATE:** 5/30/2023  
**TO:** Steve Menk  
Palmer Printing Company  
**FROM:** Krista Kolstad  
**QUOTE:** Q69774o1

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 and text from press sheet down to 8-1/2 " x 11"
- collate sheets
- punch holes for binding
- bind with a standard color wire loop (Wire-O) binding on the 11" edge
- shrinkwrap finished books 12 per package
- bulk pack in cartons

**Note:** Estimating 60 books per carton if you could furnish this size: 11" long x 9.5" wide x 10.5" tall

**Quantity:** see below  
In order to ensure making quantity, please provide 3% extra materials

**You furnish:** 2 covers-2pp on 24pt c2s  
12 sheets on 10pt C2S

- All materials are furnished as press sheets trimmed to final size
- All materials are flat (ie no foldouts, perfs, reinforcing, tabs, etc)

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

**Price:**

10,000 books	\$0.71 per book
12,500	\$0.69
15,000	\$0.68

- Prices do not include cartons.
- If you wish to have slipsheets between finished books please furnish them and add \$0.07 per book to the above pricing.

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> 763-201-2732	<b>Scott Rooney</b> 763-201-2704	<b>Jane Stire</b> 763-201-2735	<b>Krista Kolstad</b> 763-201-2715	<b>Mike Cress</b> 763-201-2725	<b>Justine Carpenter</b> 763-201-2740
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**Finish With Us!**

**Debra Finley**

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*DE Designs*

**From:** Krista Kolstad <kkolstad@thebinderymn.com>  
**Sent:** Monday, June 12, 2023 4:41 PM  
**To:** Debra Finley  
**Subject:** RE: turn on 1959112

We will still shoot to complete for 6/30. Can you have a PO cut asap confirm wire color and we will save your time slot.

Have a good evening.

**From:** Debra Finley <dfinley@palmerprinting.com>  
**Sent:** Monday, June 12, 2023 4:07 PM  
**To:** Krista Kolstad <kkolstad@thebinderymn.com>  
**Subject:** FW: turn on 1959112

Krista

Here are new "to you" dates on job 1959112. To you on 6-21, quote q6977401; qty of 12,513. This is the wire-o book. Hoping it can be completed by end of June.  
Deb

**From:** Debra Finley  
**Sent:** Monday, June 12, 2023 3:24 PM  
**To:** 'Krista Kolstad' <kkolstad@thebinderymn.com>  
**Subject:** RE: turn on 1959112

Hi Krista,

This is a Wire-o book, so no hanging drill hole. BUT – looks like we need to make some adjustments in our schedule for a job that's hotter. I'll reach out to you for an update on turn time for this quote once we have dates figured out.  
Deb

**From:** Krista Kolstad [mailto:kkolstad@thebinderymn.com]  
**Sent:** Monday, June 12, 2023 3:03 PM  
**To:** Debra Finley <dfinley@palmerprinting.com>  
**Subject:** RE: turn on 1959112

Hi Deb,

We can complete for 6/30. If it is an option to ship directly to North Branch, that would be appreciated but if it causes a hassle it can arrive in Brooklyn Park and we transfer internally.

Send full press sheets. One question I do have now that I am looking at it, is this a calendar that needs a hanging drill hole? I do not have drilling in the pricing, letter attached.

Please confirm the wire color so we can control that inventory.

Thanks.

**Debra Finley**

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**From:** kkolstad@thebinderymn.com  
**Sent:** Tuesday, June 13, 2023 8:49 AM  
**To:** Debra Finley  
**Subject:** Order confirmation

## Order Confirmation

**Please note:**

please furnish a collating sample

Thank you for placing your job with us. We appreciate your business and will be happy to keep you informed, not only during the production process, but also as material is moved to and from our facility. We will take care of the details so you don't have to.

Let us know if anything should change:

**Your job:**

1959112  
your PO to

**Quantity:**

12,500 books + 13 samples

**Coming as:**

press sheets

**Specifications:**

2 covers-2pp on 24pt c2s, 8.5" x 11"  
12 sheets on 10pt C2S, 8.5" x 11"

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**Materials to us:**

on 6/21/2023

**Shipment scheduled:**

on 6/30/2023

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Thanks again and please let us know if your needs change.

Krista Kolstad

Customer Service Representative