

Purchase Order



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

PO NUMBER	DATE	PAGE
420159	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:

LINE	QUANTITY	UM	ITEM	DESCRIPTION	COST
1.00	3508	EA	BOOKS	BOOKS	220.50 M

User: SPELZER

DELIVERY DATE 6/26/23

MODA FABRICS - ORDER #1952689
"PIECE" CATALOG - JULY 2023 - PERFECT BOUND BOOK
BINDERY QUOTE #Q69787 R1 - \$220.50/ SEE INST
MATERIALS TO THE BINDERY 6/21/23, COMPLETE 6/26/23
SHIPS OUT DIRECT FROM THE BINDERY

PALMER TO INCLUDE 6% EA.. FOR ALL SIG'S AND COVER

PO TOTAL

773.51

Purchase Order Request

Date of Request: 6/7/23

Contact Person: Steve Menk

Customer Name: Moda Fabrics

Customer #: 522500

Sales Order #: 1952689

Form ID #: 2309850

Job Description: "Piece" catalog - July 2023

Quantity: 3,500

Samples Requested: 8

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q69787R1

Price: \$771.76

Date to Vendor:

Date Back From Vendor:

~~6-21~~ 6-21

6-26
ships direct from
The Bindery

Vendor instructions:

Palmer to supply:

1,754 (+6% spoilage) press sheets of the covers, 2out on 19x25 100# silk cover.

3,508 (+ 6% spoilage) each of (5) 16pg, (1) 8pg and (1) 4pg folded sigs.,

Proof.

Boxes: 125 boxes 11.25 x 8.75 x 8 (The Bindery will make labels)

Instructions: Perfect bind 3,500 books + 8 samples.

3,500 bulk carton in supplied cartons. Package the samples separately.

(no shrink wrapping)

Size: 8.5 x 11, 92 pages/46 sheets + cover.

Special instructions:

Label cartons with this info.:

Moda Fabrics

Order # 1952689

Piece Catalog - July 2023

Qty. ____

ADDITIONAL CARTON LABELING: Label 2200 "Box", 1,000 "Distributor", 200 "Reps" and 100 "Office".

Books ship direct to Moda Fabrics in Dallas TX. Palmer to provide packing list & BOL.
8 samples ship to Palmer.

Debra Finley

PO 420159

From: kkolstad@thebinderymn.com
Sent: Tuesday, June 13, 2023 8:56 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: 1952689
your PO to

Quantity: + 8 samples
3,500 books

Coming as:
5-16pp, 1-8pp, 1-4pp

Specifications:
1 cover-wraparound for perfect binder on 100# gloss cover, 8.5" x 11"
46 sheets on 80# silk text, 8.5" x 11"

Materials to us:
on 6/21/2023

Shipment scheduled:
on 6/26/2023

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

Krista Kolstad
Customer Service Representative
7632012715

Estimate



DATE: 5/30/2023
TO: Lisa Berg
Palmer Printing Company
FROM: Krista Kolstad
QUOTE: Q69787R1

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 8-1/2" x 11" (11" bind edge)
- bulk pack in cartons

Quantity: see below

In order to ensure making quantity, please provide 6% extra materials

You furnish: 1 cover-wraparound for perfect binder on 100# gloss cover
46 sheets on 80# silk text

- Text is furnished as folded signatures (5-16pp, 1-8pp, 1-4pp)
- 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:	3,000 books	\$0.24 per book
	3,500	\$0.22
	4,000	\$0.20
	5,000	\$0.18

- 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

Eric Feuerstein 763-201-2732	Scott Rooney 763-201-2704	Jane Stire 763-201-2735	Krista Kolstad 763-201-2715	Mike Cress 763-201-2725	Justine Carpenter 763-201-2740
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Finish With Us!

Debra Finley

From: Krista Kolstad <kkolstad@thebinderymn.com>
Sent: Monday, June 12, 2023 4:42 PM
To: Debra Finley
Subject: RE: turn on 1952689

This one will bind in Brooklyn Park, should complete for 6/26.

From: Debra Finley <dfinley@palmerprinting.com>
Sent: Monday, June 12, 2023 3:58 PM
To: Krista Kolstad <kkolstad@thebinderymn.com>
Subject: turn on 1952689

Hi Krista

With product to you on 6-21, when would job be ready? Your quote q69787r1; qty of 3,500. This job ships directly from your plant to our client.

Thanks,
Deb Finley, Scheduling
dfinley@palmerprinting.com

PALMER We're more than a printer
A Division of POS Professional Office Services, Inc.

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