

Purchase Order



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

PO NUMBER	DATE	PAGE
420957	7/27/23	1

VENDOR:

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

SHIP TO:

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

ATTN:

NOTIFY:

LINE	QUANTITY	UM	ITEM	DESCRIPTION	COST
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User: SPELZER

1.00	1004 EA BOOKS		BOOKS		455.78 M
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DELIVERY DATE 8/04/23

LAUREL ENNEKING - ORDER #1976972
AUTOBIOGRAPHY - LAUREL ENNEKING - SEE INSTR.
BINDERY QUOTE #Q70773R1
MATERIALS TO BINDERY 8/7/23, COMPLETE DATE 8/10/23

PALMER TO INCLUDE 30% ADD'L FOR SPOILAGE

PO TOTAL

457.60

Purchase Order Request

Date of Request: 7/21/23

Customer Name: **Laurel Enneking**

Customer #: **520646**

Sales Order #: **1976972**

Form ID #: **see below**

Job Description: **Autobiography - Laurel Enneking**

Quantity: **100**

Samples Requested: **4**

Vendor Name: **The Bindery**

Vendor #: **97785**

Quote #: **Q70773R1**

Price: **\$457.60**

Date to Vendor:

8/7

Date Back From Vendor:

8/10

Vendor instructions:

cut covers
gather signatures
perfect bind books (PUR perfect bind)
3 side trim to 8 x 10 (10 inch bind edge)
bulk pack cartons

Palmer Printing (POS) to provide:

30% Spoilage (overage - 35 extra covers and sig materials.)

Special instructions:

1 cover-wraparound for perfect binder on #100 silk cover and 50 sheets on 60# offset.
text is furnished as folded signatures (6 -16pp, 1- 4pp).
maximum head, foot, and face trim is 1 9/16 inch, minimum is 1/8 inch.
folded sigs must have closed spine (no Z-folds).
cover stock should have grain running parallel to spine to help cracking.
covers furnished on press sheets for The Bindery to trim.
covers are laid out for perfect bound book allowing an 1/8 inch overhang from raw sig size on the head and foot.
UV and Varnish coating knocked out of spine/side glue area inside cover, and side glue area of first and last pages.

Estimate



DATE: 7/17/2023
TO: Sherri Pelzer
Palmer Printing Company
FROM: Krista Kolstad
QUOTE: Q70773R1

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: *Autobiography - Laurel Enneking*

- cut covers
- gather signatures
- perfect bind books (PUR perfect bind)
- 3-side trim to 8" x 10" (10" bind edge)
- bulk pack in cartons

Quantity: 100 books all one version

In order to ensure making quantity, please provide 35 extra cover and text materials

You furnish: 1 cover-wraparound for perfect binder on 100# silk cover
42 sheets on 60# offset

- Text is furnished as folded signatures (5-16pp, 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
- 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: \$4.40 per book

- 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
763-201-2800

