

# Purchase Order



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

PO NUMBER	DATE	PAGE
421075	8/02/23	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	6005	EA	BOOKS	BOOKS	260.00 M

User: SPELZER

DELIVERY DATE 8/29/23

FAT QUARTER SHOP - ORDER #1979530  
SUMMER MEMORIES BOOK - SEE INSTR.  
PERFECT BIND W/HINGE SCORE - PUR GLUE - SHRINKWRAP  
BINDERY'S QUOTE #Q7010601 R1  
MATERIALS TO THE BINDERY 8/22/23, COMPLETE 8/29/23

PO TOTAL

1561.30

# Purchase Order Request

Date of Request: 7/31/23

Contact Person: Steve Menk

Customer Name: Fat Quarter Shop

Customer #: 520866

Sales Order #: 1979530

Form ID #: 2301100

Job Description: Summer Memories book

Quantity: 6,000

Samples Requested: 5

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q7010601R1

Price: \$1,561.30

Date to Vendor:

8/22

Date Back From Vendor:

8/29

## Vendor instructions:

### Palmer to supply:

2,003 (+ 5% spoilage) press sheets of the covers, 3up on 25 x 38 100# silk cover.

6,005 (+ 5% spoilage) each of (4) 16-pg and (1) 8-pg folded sigs on 80# silk text.

Sample.

113 boxes 11.25 x 8.75 x 9.5 (#S-4610)

Labels supplied by The Bindery

## Instructions:

Please perfect bind with hinge score and PUR glue 6,000 books + 5 samples packaged separately for Palmer.

Shrink wrap books in 6's and carton in supplied cartons.

## Special instructions:

Label cartons with this info.:

Fat Quarter Shop, LLC

Order # 1979530

Summer Memories Book

Qty. \_\_\_\_

6,000 books ship direct to Fat Quarter Shop. Palmer to provide packing list and BOL.

5 samples ship to Palmer.

# Estimate



**DATE:** 7/31/2023  
**TO:** Dan Hartmann  
Palmer Printing Company  
**FROM:** Krista Kolstad  
**QUOTE:** Q7010601R1

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:** *Summer Memories Book*

- cut covers
- gather signatures
- perfect bind books (PUR perfect bind)
- 3-side trim to 8-1/2" x 11" (11" bind edge)
- shrinkwrap finished books 6 per package
- bulk pack in cartons

**Quantity:** see below

In order to ensure making quantity, please provide 5% extra materials

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

- Text is furnished as folded signatures (4-16pp, 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.

<b>Price:</b>	5,000 books	\$0.27 per book
	8,000	\$0.24
	10,000	\$0.23
	6,000	\$0.26

- 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> 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!*