

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
422351	10/03/23	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:

User: SPELZER

LINE	QUANTITY	UM	ITEM	DESCRIPTION	COST
1.00	7513	EA	BOOKS	BOOKS	.62

DELIVERY DATE 10/18/23

ANTLER QUILT DESIGN - ORDER #1997353  
"CHATSWORTH BOOK"  
TRIM, PUNCH, WIRE LOOP BIND WITH \*\*WHITE WIRE  
SHRINK & CARTON /LABEL - PLEASE SEE INSTR.  
THE BINDEREY QUOTE Q71885 -SHIP ALL BACK TO PALMER  
MATERIALS TO THE BINDERY 10/12/23  
COMPLETE 10/18 & 10/20/23  
\*\*\*\*\*  
PALMER TO SUPPLY 3% ADD'L FOR SPOILAGE

PO TOTAL

4658.06

# Purchase Order Request

Date of Request: 9/20/23

Contact Person: Steve Menk

Customer Name: Antler Quilt Design

Customer #: 520817

Sales Order #: 1997353

Form ID #: 2320746

Job Description: "Chatsworth" Book

Quantity: 7,500

Samples Requested: 13

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q71885

Price: \$4,658.06

Date to Vendor:

10/12

Date Back From Vendor:

Partial  
10/18

Remainder  
10/20

Vendor instructions:

PALMER TO SUPPLY:

2,505 (+ 3% spoilage) 23x35 press sheets with 3 on each of the front and back covers.

7,513 (+ 3% spoilage) each of (2) 16-page and (1) 4-page folded sigs.

Proof.

225 boxes 12.25 x 9.25 x 9 #S-4955

Labels supplied by The Bindery

Special instructions:

The Bindery to cut covers to signature size / gather sigs and covers / 4-side trim to 8.5x11 / punch holes on 11" side for binding.

Wire loop bind with WHITE wire.

Shrink wrap in 12's. Bulk carton in supplied cartons.

Need 7,500 + 13 samples.

Label Info.:

Antler Quilt Design

Order #1997353

"Chatsworth BOM" Book

Qty. \_\_\_\_\_

Entire order will ship to Palmer.

# Estimate



**the Bindery**  
INNOVATIVE FINISHING SOLUTIONS

**DATE:** 9/12/2023  
**TO:** Sherri Pelzer  
Palmer Printing Company  
**FROM:** Krista Kolstad  
**QUOTE:** Q71885

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:** *Antler Quilt Designs*

- cut covers to signature size
- gather signatures and covers
- 4-side trim to 8-1/2" x 11" (11" spine)
- punch holes for binding
- bind with a white wire loop (Wire-O) binding on the 11" edge
- shrinkwrap finished books 12 per package
- bulk pack in cartons

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

**You furnish:** 2 covers-2pp on 16pt C2S  
18 OR 20 sheets on 80# silk text  
• Text is furnished as folded signatures (2-16pp,1-4pp OR 2-16pp,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)  
• Heavy paper (>5pt) must have grain parallel to the spine  
• Covers furnished on press sheets for us to trim to the same size as the signatures  
• 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:** 5,000 books \$0.67 per book  
7,500 \$0.62

- 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!**