

Purchase Order



POS Professional Office Services, Inc.

P.O. Box 450
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
423381	11/20/23	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	104	EA	BOOKS	BOOKS	.75

DELIVERY DATE 11/29/23

PURE PRAIRIE POULTRY - ORDER #2014974
EMPLOYEE HANDBOOK - BINDERY QUOTE #Q72539
PALMER TO FURNISH COLLATED BOOKS W/COVERS
TRIMMED TO SIZE / NO SLIP SHEETS NEEDED
THE BINDERY TO PUNCCH & BIND W/5/16, 3:1, WHITE
LOOP (WIRE-O) ON THE 8.5 EDGE, BULK PACK IN CTNS.
MATERIAL TO KENNING 11/27/23, COMPLETE 11/29/23

PALMER TO INCLUDE 5% ADD'L FOR SPOILAGE

PO TOTAL

78.00

Purchase Order Request

Date of Request: 11/13/23

Contact Person: Kristi Carrigan

Customer Name: Pure Prairie Poultry

Customer #: 522299

Sales Order #: 2014974

Form ID #: 2225315

Job Description: Employee Handbook

Quantity: 100

Samples Requested: 4

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q72539

Price: .75 per book

Date to Vendor:

Date Back From Vendor: ~~11/27/23~~

11/27

11/29

Vendor instructions:

The Bindery:

punch holes for binding

bind with 5/16, 3:1, white wire loop (Wire-O) binding on the 8 .5 edge

bulk pack in cartons

Special instructions:

Palmer Printing (POS) to provide:

100 books all one version

5% extra material

2 covers-2pp on 80# silk cover, 5.5 x 8.5

books are furnished collated with covers, no slip sheets and trimmed to size

all materials are flat

Estimate



DATE: 11/9/2023
TO: Dan Hartmann
Palmer Printing Company
FROM: Krista Kolstad
QUOTE: Q72539

8201 Brooklyn Blvd
Brooklyn Park, MN 55445
Phone: 763.201.2800
Receiving Dock Doors 31 - 36

97785

Thank you for the opportunity to provide you with the following Estimate. Estimate valid for 90 days unless otherwise indicated..

Project:

- punch holes for binding
- bind with a 5/16" 3:1 white wire loop (Wire-O) binding on the 8-1/2" edge
- bulk pack in cartons

Quantity: 100 books all one version
In order to ensure making quantity, please provide 5% extra materials

You furnish: 2 covers-2pp on 80# silk cover, 5-1/2 " x 8-1/2"
28 sheets on 60# offset, 5-1/2 " x 8-1/2"

- Books are furnished collated with covers on, no slipsheets, and trimmed to 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: \$0.75 per book

- 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.
- If you want us to add the covers please add \$0.15 per book to the above prices.

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
--	-------------------------------------	-----------------------------------	---------------------------------------	-----------------------------------	--

Finish With Us!