

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
423395	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	3508	EA	BOOKS	BOOKS	.27

DELIVERY DATE 12/13/23

MODA FABRICS - ORDER #2014015  
"PIECE" CATALOG - DECEMBER 2023  
BINDERY QUOTE #Q72519 R1 - PERFECT BOUND BOOK  
PALMER TO SUPPLY COVERS - 2-UP FOR BINDERY TO TRIM  
PALMER TO SUPPLY FOLDED SIGS / BULK CARTON  
BINDERY TO MAKE LABELS \*\*\*SEE SPECIAL INSTR.\*\*\*  
BOOKS SHIP DIRECT TO MODA FABRICS IN DALLAS TX  
PALMER TO PROVIDE PACKING LIST/BOL  
\*\*8 SAMPLES TO SHIP TO PALMER  
MATERIAL TO THE BINDERY 12/8/23, COMPLETE 12/13/23  
\*\*\*\*\*  
PALMER TO INCLUDE 6% ADD'L OF EACH  
PIECE FOR SPOILAGE

PO TOTAL

947.16

# Purchase Order Request

Date of Request: 11/15/23

Contact Person: Steve Menk

Customer Name: Moda Fabrics

Customer #: 522500

Sales Order #: 2014015

Form ID #: 2324485

Job Description: "Piece" catalog - December 2023

Quantity: 3,500

Samples Requested: 8

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q72519R1

Price: \$947.16

Date to Vendor:

12/8

Date Back From Vendor: 12/12/52

12/13

## Vendor instructions:

Palmer to supply:

1,754 (+ 6% spoilage) press sheets of the covers, 2out on 20x26 100# silk cover.

3,508 (+ 6% spoilage) each of (7) 16pg, (1) 8pg and (1) 4pg folded sigs.

Proof.

Boxes: 150 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, 124 pages/62 sheets + cover.

## Special instructions:

See additional sheet for labeling instructions.



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

8 samples ship to Palmer.

# BOX LABELING INSTRUCTIONS...

Qty. 2,300 label with this information:

Moda Mail

Order # 2014015

Piece Catalog - December 2023

Qty. \_\_\_\_

Qty. 1,000 label with this information:

Distributors

Order # 2014015

Piece Catalog - December 2023

Qty. \_\_\_\_

Qty. 100 label with this information:

Sales Team

Order # 2014015

Piece Catalog - December 2023

Qty. \_\_\_\_

Qty. 100 label with this information:

Office

Order # 2014015

Piece Catalog - December 2023

Qty. \_\_\_\_

## Estimate



**DATE:** 11/13/2023  
**TO:** Lisa Berg  
Palmer Printing Company  
**FROM:** Krista Kolstad  
**QUOTE:** Q72519R1

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# silk cover  
62 sheets on 80# silk text

- Text is furnished as folded signatures (7-16pp, 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	\$0.29 per book
3,500	\$0.27
4,000	\$0.25

- 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!*