

1101 Frontage Road NW  
Byron, MN 55920  
507-775-6400 (Fax) 833-901-2436

Date: 12/27/23  
P.O. #: 8000008640  
Vendor Quote #: Q73000

**\*\*Bulk and Samples MUST SHIP BLIND\*\***

**Vendor**  
The Bindery  
8201 Brooklyn Blvd, Ste 1500  
Brooklyn Park MN 55445  
Receiving Dock Doors 31-36

**Ship to:**  
**Taylor Communications-Cranbury**  
**7 Costco Dr**  
**Monroe Township, NJ 08831**

Shipping Method	Shipping Terms	Ship date
Common Carrier Best Way	TPI Byron will arrange freight. Email packing slip and skid/weight to Heather.Scholz@taylor.com	1/4/2024
Billable Overs: 0%		
	TPI ByronJob #: 32-1481 Tay Com Dayton	To Vendor: 1/3/24

Qty	Description: Healthfirst Quick Ref Sheets	M/R	Line Total	
30,000	Collate sheets and ship 01) Electronic Notice		\$0.06	\$ 1,800.00
	4 forms to total 30,000 sets			\$ -
				\$ -
	Supplied as (4) 8 1/2x11 sheets on 20# Uncoated bond			
	8pg with pg 6 intentionally blank			
	Collate 8pg letter, staple upper left hand corner			
	Both trim down to 8.5x11			
	Taylor will supply "Taylor Warehouse" labels			
	600 per carton			
SAMPLES	5 Samples of each version to , TPI Byron, 1101 Frontage Rd. NW, Byron MN 55920 Attn: Ken Olson			
	Ship samples via UPS ground and 3rd party bill to TPI Byron acct: E57188			
	5 Sample to Dan Kimball 1109 6th St NE Waseca MN 56093			
	Ship samples via UPS Ground and 3rd party bill to TPI Byron acct: E57188			
TIME STAMPS	Please take time stamps/machine pulls every hour and send to:			
	TPI Byron, Mark Wadman, 1101 Frontage Rd NW, Byron, MN 55920			
	Reference: 32-1481 Tay Com Dayton			

PLEASE EMAIL PACKING SLIP & BOL WITHIN 24 HRS after shipping to: Heather.Scholz@taylor.com

PLEASE EMAIL INVOICE WITHIN 48 HRS after shipping to: apinvoices@taylor.com

Subtotal	
Sales Tax	1,800.00
Total	
	1,800.00

1. Please send two copies of your invoice.  
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.  
3. Please notify us immediately if you are unable to ship as specified.  
4. Send all correspondence to:  
Heather Scholz  
1101 Frontage Road NW  
Byron, MN 55920  
507-775-7320 - Heather.Scholz@taylor.com

Heather Scholz  
12/27/23  
Date

This Purchase Order constitutes an offer by the company specified on the Purchase Order ("Buyer") to purchase the goods and/or services set out in the Purchase Order from the company, firm or person specified on the Purchase Order ("Seller") subject to the terms and conditions which can be viewed on the following URL [www.potermis.com](http://www.potermis.com) ("Terms"). Please note that the terms contain IMPORTANT LEGAL INFORMATION. Please click on the URL and read the terms carefully and note that there are a number of special terms highlighted in bold. In addition the Terms explain how the Purchase Order may be accepted. The Purchase Order and the Terms comprise the only terms and conditions on which Buyer shall do business with Seller and the Terms shall apply to each Purchase Order. Buyer does not accept any other terms and conditions generally used by Seller, preferred by Seller or otherwise brought to Buyer's notice by the Seller (whether or not such terms and conditions have been printed on any quotation, estimate or other document, electronically or otherwise given to the Buyer subject to which the Purchase Order is accepted by Seller).

#### Samples:

- Reference the Purchase Order for the number of samples to be pulled for each version or project.
- Sample product is identified on a flat press sheet with a circle. It is important to isolate the product from this position on the press sheet and use these for the customer's samples.
  - If product is supplied trimmed down, the samples will be identified with an orange sticker calling out the product to be used as "sample" product.
- These samples should be hand inspected and only the top quality product should be sent to the client.
  - Often times these pieces are sent direct to the client, please apply added attention to these pieces.
    - If a quality concern is evident and you are unable to provide top quality samples, please contact Curtis1000 for direction on how to proceed.

#### Time Stamps:

- Expectation is for time stamps to be pulled every hour.
  - Time stamps should be inspected and marked with the count, time and operators name or initials.
    - If a quality concern is evident, Curtis 1000 should be notified of the concern. Do not proceed without consent from Curtis 1000.
- Time stamps should be collected at the end of the job and returned to Mark Wadman with the Curtis 1000 reference number and name as outlined on the purchase order.

These time stamps are the representation of the run and if quality issues arise, they will be used to determine the extent of the concern. Some vendors chose to pull two sets - one for their own files and the second set to be returned to Curtis 1000.

#### Inspection standards for both Samples and Time Stamps:

- ✓ Print Quality: Color Consistency, cross overs, hickies or press markings
- ✓ Finishing Quality: Trim, proper fold alignment, cross over, markings caused by finishing process, etc.
  - If something doesn't look right, stop and question!