

# Purchase Order Request

Date of Request: 1/3/24

Contact Person: Steve Menk

Customer Name: Pink Door Fabrics

Customer #: 521163

Sales Order #: 2031894

Form ID #: 2400105

Job Description: Tula Pink Essential Solids Swatch Cards (45 card versions)

Quantity: 1,000 ea of 45

Samples Requested: 8 ea of 45

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q73016R3

Price: \$1,128.96

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

### PALMER TO SUPPLY:

1,008 (+ 10% spoilage) press sheets 20 x 26 with 1-up each of 45 cards.

Proofs.

Boxes: 15 boxes 10.25 x 7 x 7

### INSTRUCTIONS:

Trim cards to 2.5 x 3.5, Drill (1) 3/16" hole top center, Round corner 4 corners.

DO NOT COLLATE, ATTACH RINGS OR SHRINK WRAP.

Bulk carton in supplied boxes. OK to have more than one version per box.

Tape sample of contents to outside of each box.

Print and apply carton labels.

Need 1,000 + 8 samples each of 45 versions.

## Special instructions:

Label cartons as:

Tula Pink Essential Solids Swatch Cards

Pink Door Fabrics

Order #2031894

Qty. \_\_\_\_

## Estimate



**DATE:** 12/29/2023  
**TO:** Lisa Berg  
Palmer Printing Company  
**FROM:** Krista Kolstad  
**QUOTE:** Q73016R3

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:** *Swatch Books*

- cut cards from press sheets down to 2-1/2 " x 3-1/2"
- collate sheets
- drill whole book with 1-unknown but standard hole on the 3.5" edge
- round corner whole book, 4 corners
- attach furnished snap ring
- shrinkwrap finished books individually
- bulk pack in cartons

**Quantity:** see below

In order to ensure making quantity, please provide 10% extra materials

**You furnish:** 45 cards on 120# silk cover  
Snap rings

- Materials are furnished on 20x26 press sheets for us to trim
- All materials are flat (ie no foldouts, perfs, reinforcing, tabs, etc)

**Shipping:** FOB our Brooklyn Park dock (doors 31-36). We can provide transportation if requested. Shipping charges would apply.

**Price:** 750 books \$4.44 per book

Breakdown: \$0.36 per book to cut  
\$1.91 per book to collate  
\$0.44 per book to drill 1-hole  
\$0.37 per book to round corner 4 corners  
\$0.36 per book to attach furnished snap ring  
\$1.00 per book to shrinkwrap individually

1,000 \$4.37

Breakdown: \$0.35 per book to cut <  
\$1.90 per book to collate  
\$0.42 per book to drill 1-hole <  
\$0.35 per book to round corner 4 corners <  
\$0.36 per book to attach furnished snap ring  
\$0.99 per book to shrinkwrap individually

- 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

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!*