

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
424396	1/22/24	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: JGARCIA

LINE	QUANTITY	UM	ITEM	DESCRIPTION	COST
1.00	3004	EA	BOOKS	BOOKS	.26

DELIVERY DATE 1/30/24

ALEX AIR APPARATUS - ORDER #2027419  
TO THE BINDERY TO CUT COVERS, GATHER SIGNATURES,  
PERFECT BIND BOOKS (PUR PERFECT BIND), 3-SIDE TRIM  
TO 8.5X11 (11 INCH EDGE), AND BULK PACK IN CARTONS  
\*\*\*\*\*  
PALMER TO SUPPLY MATERIALS, PLUS 10% FOR SPOILAGE  
MATERIALS TO THE BINDERY 1/26, COMPLETE BY 1/30/24

PO TOTAL

781.04

# Purchase Order Request

Date of Request: 12/20/23

Customer Name: Alex Air Apparatus

Customer #: 520956

Sales Order #: 2027419

Form ID #: 2327804

Job Description: 2024 Fire Equipment Catalog

Quantity: 3000

Samples Requested: 4

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q72928

Price: .26 per book

Date to Vendor:

1/26

Date Back From Vendor: 2/9/24

1/30

Vendor instructions:

The Bindery:

Cut covers

Gather signatures

Perfect bind books (PUR perfect bind)

3 - side trim to 8 1/2 x 11 inch (11inch bind edge)

bulk pack in cartons

Special instructions:

Palmer Printing/POS:

Provide 10% extra materials

\*\*\*Please see details on the Bindery Estimate attached.

## Estimate



**DATE:** 12/18/2023  
**TO:** Dan Hartmann  
Palmer Printing Company  
**FROM:** Krista Kolstad  
**QUOTE:** Q72928

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:** *Alex Air Appratus 2024 Fire Equipment Catalog*

- 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:** 3,000 books all one version  
In order to ensure making quantity, please provide 10% extra materials

**You furnish:** 1 cover-wraparound for perfect binder on 100# silk cover  
50 sheets on 80# silk text

- Text is furnished as folded signatures (6-16pp, 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 our Brooklyn Park dock (doors 31-36). We can provide transportation if requested. Shipping charges would apply.

**Price:** \$0.26 per book

- 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!*