

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
424635	2/01/24	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: SPELZER

LINE	QUANTITY	UM	ITEM	DESCRIPTION	COST	
1.00	3508	EA	BOOKS	BOOKS	982.24	L

DELIVERY DATE 2/07/24

MODA FABRICS - ORDER #2033144  
"PIECE" CATALOG - MARCH 202473252  
BINDERY QUOTE #73252 - SEE INSTRUCTIONS  
PERFECT BIND, BULK CARTON IN SUPPLIED CARTONS  
NO SHRINKWRAP - BINDERY TO MAKE LABELS SEE INSTS.  
PACKAGE SAMPLES SEPERATE  
MATERIAL TO THE BINDERY 2/14/24, COMPLETE 2/19/24  
\*\*\*\*\*  
PALMER TO INCLUDE 6% EA ADD'L FOR SPOILAGE

PO TOTAL

982.24

# Purchase Order Request

Date of Request: 1/29/24

Contact Person: Steve Menk

Customer Name: Moda Fabrics

Customer #: 522500

Sales Order #: 2033144

Form ID #: 2400354

Job Description: "Piece" catalog - March 202473252

Quantity: 3,500

Samples Requested: 8

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q73252

Price: \$982.24

Date to Vendor: 12/14

Date Back From Vendor: 2/19/24

## 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 (6) 16pg and (1) 4pg folded sigs.

Proof.

Boxes: 125 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, 100 pages/50 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.

## Greg Meyers

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**From:** Krista Kolstad <kkolstad@thebinderymn.com>  
**Sent:** Wednesday, January 31, 2024 10:29 AM  
**To:** Greg Meyers  
**Cc:** Julio Garcia; Cameron Stearns  
**Subject:** RE: Turn Time on 2033144

Sorry for the delay, please have it arrive by 2/14. I can save the slot with your J# and catch up on instruction details later.

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**From:** Greg Meyers <GMeyers@palmerprinting.com>  
**Sent:** Wednesday, January 31, 2024 8:49 AM  
**To:** Krista Kolstad <kkolstad@thebinderymn.com>  
**Cc:** Julio Garcia <jgarcia@palmerprinting.com>; Cameron Stearns <cstearns@palmerprinting.com>  
**Subject:** FW: Turn Time on 2033144

Krista, do you have any information on this one?

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Greg Meyers | Operations Manager

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A Division of POS Professional Office Services, Inc.

D 320.202.3821 | TF 800.336.3504 | [Website](#) | [Facebook](#)

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**From:** Cameron Stearns  
**Sent:** Wednesday, January 31, 2024 8:47 AM  
**To:** Greg Meyers <GMeyers@palmerprinting.com>  
**Subject:** FW: Turn Time on 2033144

Cameron Stearns | Scheduler

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**From:** Julio Garcia  
**Sent:** Tuesday, January 30, 2024 10:07 AM  
**To:** Krista Kolstad <kkolstad@thebinderymn.com>  
**Cc:** Cameron Stearns <pstearns@palmerprinting.com>  
**Subject:** Turn Time on 2033144

Good morning Krista,

We have an order with quote #Q73252 and a quantity of 3,500 books that needs to go to you. How soon would you need to have it in order for it to be ready for pick up on 2/19/24?