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**From:**  
**RRD NSSC**  
PO Box 281588  
Nashville, TN 37228  
United States

**To:**  
**THE BINDERY INC**  
8201 Brooklyn Blvd Ste 1500  
Brooklyn Park, MN 55445-2587  
United States  
Phone: +1 (763) 2012800  
Fax: +1 (763) 2012790  
Email: [sales@thebinderymn.com](mailto:sales@thebinderymn.com)

## Purchase Order

(→ Changed)

0051628302

Amount: \$4,454.80 USD  
Version: 2

### Payment Terms

4.000% 30

0.000% 60

4 % 30 days / Net 60

### Comments

#### Header text:

Notes updated JH 3/15

\*\*\*\*\*ATTENTION\*\*\*\*\*

Failure to adhere to the following instructions may result in delayed payments.

#### PACKING SLIPS:

- All shipments, deliveries and pick-ups must be accompanied by a packing slip.
- Packing Slips must be on the outside of the package.
- BOL's/Delivery Receipts/3602's must accompany all loads and must be emailed to [twincitiesvendorbols@rrd.com](mailto:twincitiesvendorbols@rrd.com). Failure to send will delay invoice payments. THESE DOCUMENTS SHOULD BE SENT WITHIN 24 HOURS OF ORDER BEING COMPLETED.

#### SHIPPING:

- All Inbound freight will be handled by RR Donnelley. For LTL and Full Trailer shipments contact RRD Logistics Procurement at [logisticsprocurement@rrd.com](mailto:logisticsprocurement@rrd.com), with all pickup details included in your email.

For additional information regarding RRD shipping requirements and the required Pick Up Form, see Inbound Routing Guide at: <https://www.rrdonnelley.com/supplier-info/inbound-routing-guide.aspx>

#### Shipping instructions:

- NOTE: Small package shipments must ship UPS via the following account #: 558635

- Instructions for Local Suppliers - All local suppliers MUST contacts the Chanhassan Plant shipping Department to arrange pick-up with advanced notice. You must provide Job#, PO #, Ready Time, Skid Count, Carton Count & Wright. Email information to [kevin.m.tatge@rrd.com](mailto:kevin.m.tatge@rrd.com); & [twincitiesshippingdepartment@rrd.com](mailto:twincitiesshippingdepartment@rrd.com).

#### INVOICING:

- All invoices or credit memos pertaining to this purchase order must reference the above Purchase Order Number and be emailed to [rrdinvoices@rrd.com](mailto:rrdinvoices@rrd.com).
- Invoices should match the PO quantities and amounts. Items not listed on the PO will not be paid with the exception of Tax and Freight.
- If your Invoice totals more than what was quoted you need to obtain a revised PO prior to submitting your invoice.
- When applicable Invoices should reference the RRD Job# & Job Name.
- Send any inquiries regarding payment status to [apcustomerservice@rrd.com](mailto:apcustomerservice@rrd.com)

#### GENERAL:

- RR Donnelley reserves the right to cancel this order at any time without cost or obligation for any item(s) not released.

#### Terms & Conditions:

This order is subject to the Purchase Order Terms and other documents (including, as applicable, RR Donnelley's H1 Specifications while receiving personal information and/or protected health information, D1 Specifications while performing Professional Services, and G1 Specifications while performing applicable Work, for RR Donnelley or its clients) located at <http://www.rrdonnelley.com/supplier-info>.

### Contact Information

#### Supplier Address

THE BINDERY INC  
8201 BROOKLYN BLVD 1500  
BROOKLYN PARK, MN 55445  
United States  
Email: [SALES@THEBINDERYMN.COM](mailto:SALES@THEBINDERYMN.COM)  
Phone: +1 ( ) 763-201-2800

Fax: +1 ( ) 763-201-2790

Address ID: 0001211867

Buyer ID: 0001211867

#### Other Information

Company Code: USA1  
Purchase Group: 159  
Purchase Organization: 1000  
Party Additional ID: 0001211867  
Requester: joseph.r.hennen@rrd.com  
OrderingAddressID: 0001211867  
OrderingAddressStreet: 8201 BROOKLYN BLVD 1500  
OrderingAddressPostalCode: 55445  
OrderingAddressCity: BROOKLYN PARK  
OrderingAddressName: THE BINDERY INC  
OrderingAddressState: MN  
OrderingAddressCountry: US

#### Transport Terms Information

Delivery Terms: Transport Condition

Transport Terms: FOB ( Free on board )

Transport Location: SEE ROUTING GUIDE

Sold To  
Twin Cities - RR Donnelley & Sons Co.  
18780 West 78th St  
Chanhassen  
MN 55317  
US

#### SHIP ALL ITEMS TO

**Twin Cities**  
18780 West 78th St -  
Chanhassen, Minnesota 55317  
United States  
Ship To Code: 5213  
Location Code: 5213

#### BILL TO

**RRD NSSC**  
PO Box 281588  
Nashville, TN 37228  
United States  
Buyer ID: USA1  
All invoices should be sent through your  
Ariba Network account. Invoicing questions  
may be directed to  
[RRDAP\\_AribaCustomerService@RRD.com](mailto:RRDAP_AribaCustomerService@RRD.com)

#### DELIVER TO

RR Donnelley & Sons Co.

#### Line Items

No.								
Line #	Schedule	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price
Lines								
10	1		NOT AVAILABLE	Material		3,010.000 (EA)	3 Apr 2024	\$1.48 USD
Toro Ress Comm Spiral Bind								

#### Control Keys

Order Confirmation: allowed

Ship Notice: not allowed

Invoice: is not ERS

#### Comments

**Item text:**

Vendor Contact:  
Name: Joe Hennen  
Phone: 952.221.6610  
Email: twincitiesoutsidefinishing@rrd.com

TC Doc Number: 6996\_1526240314  
Job Title: TORO Job# 21706  
Sold Estimate Number: 100426  
To Vendor Date: 3/27/2024  
First Drop Date:

Vendor Complete Date: 4/3/2024

Special Vendor Required by Customer: No

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VENDORS QUOTE #: 73617R1

FSC, SFI, PEFC REQUIRED: No

Chain Of Custody number:

Medical Device job: No

Billable Overs Allowed: 0%

QUANTITY + SAMPLES: 3,000 + Samples: 0

Ship sample to : RRD Twin Cities, Attn: Sample Dept.

RRD TO SUPPLY:

Covers run 4-up each of 2 on 25 x 38 - sent in flat press sheets  
Sigs 11-16's + 1 - 12pg

VENDOR SERVICES REQUIRED:

collate and red spiral coll bind, 3 hole drill

Note new page count so 1 more folde sig

shrinkwrap in 10's and carton pack in 10's in RRD supplied cartons

MATCH SAMPLE OR PROOF PROVIDED

FINISHED SIZE: 8.5 x 10.875

CARTONS: RRD Supplied  
S-16718 / 11x11x3

LABELS: Vendor Created Labels - See Below

CUST NAME: TORO IRRIGATION

WCSS DESC: 2024 RESCOMM-IRRITROL CATALOG

WCSS ITEM: TO241020DB

CUST ITEM: 24-1020-DB

QTY/CRTN: 10

WCSS JOB: CM-21706-0001

SHIP TO: RRD Chanhassen - Attn: Shipping

SEND COPY OF PO TO:

Augie McKibben

augie.j.mckibben@rrd.com

**Accounting**

General Ledger	ID	0000200113
Percentage	Percentage	100.00

**Schedule Lines**

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date
1	3 Apr 2024 10:00 AM PDT		3,010.000 (EA)		

**Other Information**

Account Category:	G
Purchase Organization:	1000
Corporate Customer Name:	TORO IRRIGATION
Job Number:	21706
Profit Center:	USA1_P5213
Purchase Group:	159

RRD Item or AG Nbr:	mospoutserv-ea
Receiving Type:	1
Purchasing Control:	RRDDisc
SAP Plant:	5213
External Line Number:	00010
Estimated days for inspection:	0
Classification Domain:	ERPCommodityCode
Classification Code:	71000000

#### Transport Terms Information

Order submitted on: Friday 15 Mar 2024 10:00 AM GMT-07:00  
Received by SAP Business Network on: Friday 15 Mar 2024 2:17 PM GMT-07:00  
This Purchase Order was sent by RR Donnelley AN01494374958 and delivered by SAP Business Network.

Sub-total: \$ 4,454.80 USD