

# Purchase Order Request

Date of Request: 3/27/24

Contact Person: Steve Menk

Customer Name: Moda Fabrics

Customer #: 522500

Sales Order #: 2053741

Form ID #: 2405173

Job Description: "Piece" catalog - May 2024

Quantity: 4,000

Samples Requested: 8

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q73892.1

Price: \$982.24

Date to Vendor:

Date Back From Vendor: 4/19/24

## Vendor instructions:

Palmer to supply:

2,004 (+ 6% spoilage) press sheets of the covers, 2out on 20x26 100# silk cover.

4,008 (+ 6% spoilage) each of (10) 16-pg and (1) 8-pg folded sigs.

Proof.

Boxes: 200 boxes 11.25 x 8.75 x 8 (The Bindery will make labels)

Instructions: Perfect bind 4,000 books + 8 samples.

4,000 bulk carton in supplied cartons. Package the samples separately.

(no shrink wrapping)

Size: 8.5 x 11, 168 pages/ 84 sheets + cover.

## Special instructions:

See additional sheet for labeling instructions.

500 books labeled for H&H ship to Palmer along with the 8 samples.

The Balance of the books ship direct to Moda Fabrics in Dallas TX. Palmer to provide packing list & BOL.

# BOX LABELING INSTRUCTIONS...

Qty. 2,260 label with this information:

Moda Mail

Order # 2053741

Piece Catalog – May 2024

Qty. \_\_\_\_

Qty. 1,040 label with this information:

Distributors

Order # 2053741

Piece Catalog – May 2024

Qty. \_\_\_\_

Qty. 100 label with this information:

Sales Team

Order # 2053741

Piece Catalog – May 2024

Qty. \_\_\_\_

Qty. 100 label with this information:

Office

Order # 2053741

Piece Catalog – May 2024

Qty. \_\_\_\_

Qty. 500 label with this information:

H & H

Order # 2053741

Piece Catalog – May 2024

Qty. \_\_\_\_

(THESE 500 SHIP TO PALMER)

Estimate



**the Bindery**  
INNOVATIVE FINISHING SOLUTIONS

**DATE:** 3/19/2024  
**TO:** Dan Hartmann  
Palmer Printing Company  
**FROM:** Krista Kolstad  
**QUOTE:** Q73892o1

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:**

- 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:**

see below

In order to ensure making quantity, please provide 10% extra materials for 3,000 / 6% for 3,500+

**You furnish:**

- 1 cover-wraparound for perfect binder on 100# silk cover  
82 OR 84 OR 86 sheets on 80# silk text
- Text is furnished as folded signatures (10-16pp, 1-12pp OR 10-16pp, 1-12pp OR 10-16pp, 1-12pp)
  - 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:**

3,500 books	\$0.28 per book
4,000	\$0.27
3,000	\$0.30

- 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!*