

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
426839	6/04/24	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: CSTEARNs

LINE	QUANTITY	UM	ITEM	DESCRIPTION	COST
1.00	3500	EA	BOOKS	BOOKS	260.59 M

DELIVERY DATE 6/25/24

MODA FABRICS #2078249 - QTY 3500 - DUE 6/25  
QUOTE #Q73892.1R1 - 8 SAMPLES REQUESTED  
SEE ATTACHED PO REQ SHEET FOR VENDOR INSTUCTIONS  
\*\*\*\*\*  
PALMER TO SUPPLY +6% ADD'L FOR SPOILAGE

PO TOTAL

912.07

# Purchase Order Request

Date of Request: 6/3/24

Contact Person: Steve Menk

Customer Name: Moda Fabrics

Customer #: 522500

Sales Order #: 2078249

Form ID #: 2413096

Job Description: "Piece" catalog - July 2024

Quantity: 3,500

Samples Requested: 8

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q73892.1R1

Price: \$912.08

Date to Vendor: 6/20

Date Back From Vendor: 6/25/24

## 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 (8) 16-pg and (1) 8-pg folded sigs.

Proof.

Boxes: 155 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, 136 pages/ 68 sheets + cover.

## Special instructions:

See additional sheet for labeling instructions.

The 8 samples ship to Palmer/POS.

3,500 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 # 2078249

Piece Catalog – July 2024

Qty. \_\_\_\_

Qty. 1,040 label with this information:

Distributors

Order # 2078249

Piece Catalog – July 2024

Qty. \_\_\_\_

Qty. 100 label with this information:

Sales Team

Order # 2078249

Piece Catalog – July 2024

Qty. \_\_\_\_

Qty. 100 label with this information:

Office

Order # 2078249

Piece Catalog – July 2024

Qty. \_\_\_\_

## Estimate



**the Bindery**  
INNOVATIVE FINISHING SOLUTIONS

**DATE:** 5/23/2024  
**TO:** Sherri Pelzer  
Palmer Printing Company  
**FROM:** Krista Kolstad  
**QUOTE:** Q73892o1R1

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  
68 sheets on 80# silk text

- Text is furnished as folded signatures (8-16pp, 1-8pp)
- 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	\$0.26 per book
4,000	\$0.25
3,000	\$0.28

- 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!*