

# Purchase Order



**POS** Professional Office Services, Inc.  
P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
427826	7/29/24	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: CSTEARNES

LINE	QUANTITY	UM	ITEM	DESCRIPTION	COST
1.00	2500	EA	BOOKS	BOOKS	2.03

DELIVERY DATE 8/21/24

BERNINA OF AMERICA #2107089 - QTY 2500 - DUE 8/21  
QUOTE #Q75216.1 - PRODUCE PER ATTACHED FORMS

PO TOTAL

5075.00

# Purchase Order Request

Date of Request: 7/26/24

Contact Person: Steve Menk

Customer Name: Bernina of America

Customer #: 520745

Sales Order #: 2107089

Form ID #: 2206103

Job Description: The Big Book of Stitches

Quantity: 2500

Samples Requested: 4

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q75216.1

Price: \$5,083.12

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

Palmer to supply:

2,504 (+ 5% spoilage) Covers, printed on 24 pt. stock, laminated on 2 sides with 1.7 mil., trimmed to final size and folded backward on the punch score.

2,504 (+ 5% spoilage) each of (12) 16-page folded sigs and (1) 8-page folded sig. Sample.

150 Cartons 11x11x10 #S-19098. Labels will be supplied by The Bindery.

## Instructions:

Previous Palmer PO # 417686.

Please produce 2,500 books plus 4 samples packaged separately.

## Special instructions:

Semi-conceal wire loop bind with white wire.

200 pages (100 sheets). Final trimmed text page size is 8.5 x 11.

Bulk carton in supplied cartons. Print and apply labels to cartons.

Carton label Info.:

Bernina of America

Order #2107089

P.O. # P2002840

#BBOST The Big Book of Stitches

Qty. per carton

Ship 4 samples to Palmer. Palmer will supply packing list and B.O.L. for direct shipment of 2,500 to Bernina. Palmer will arrange for truck pick up.

## Estimate



**DATE:** 7/25/2024  
**TO:** Sherri Pelzer  
Palmer Printing Company  
**FROM:** Krista Kolstad  
**QUOTE:** Q75216o1

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:** *The Big Book of Stitches*

- gather signatures
- 4-side trim to 8-1/2" x 11" (11" spine)
- punch holes for binding
- bind with a semi-concealed white wire loop (Wire-O) binding on the 11" edge
- bulk pack in cartons

**Quantity:** see below

In order to ensure making quantity, please provide 5% extra materials

**You furnish:** 1 covers-wrap semi-concealed on 24pt stock 1.7 mil lam 2S  
100 sheets on 80# silk text

- Text is furnished as folded signatures (12-16pp, 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)
- Heavy paper (>5pt) must have grain parallel to the spine
- Covers furnished trimmed to final size
- Covers are furnished appropriately scored and folded backwards on the punch score
- All materials are flat (ie no foldouts, perfs, reinforcing, tabs, etc)

**Shipping:** FOB our Brooklyn Park dock (doors 31-36). We can provide transportation if requested. Shipping charges would apply.

<b>Price:</b>	1,000 books	\$2.37 per book
	1,500	\$2.21
	2,000	\$2.09
	2,500	\$2.03

- Prices do not include cartons.
- If you wish to have slipsheets between finished books please furnish them and add \$0.07 per book to the above pricing.
- If you want us to fold the covers backward on the punch score extra charges will apply.

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!*