

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
428495	9/03/24	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: GMEYERS

LINE	QUANTITY	UM	ITEM	DESCRIPTION	COST
1.00	606	EA	BOOKS	BOOKS	1.61

DELIVERY DATE 9/18/24

*Follow PO. Reg for Instructions*

*Job # 2118291*

PO TOTAL

975.66

# Purchase Order Request

Date of Request: 8/22/24

Contact Person: Kristi Carrigan

Customer Name: Granite Partners

Customer #: 520738

Sales Order #: 2118291

Form ID #: 2422062

Job Description: 2023 Annual Report - Team Member Edition

Quantity: 600

Samples Requested: 6

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q75445RI

Price: \$1.61 per book

Date to Vendor: 9/12

Date Back From Vendor: ~~9/9/24~~ 9/13

## Vendor instructions:

The Bindery:

Cut covers

Gather signatures

Perfect bind books (PUR layflat)

3 side trim to 11 x 8.5 (8.5 bind edge)

Bulk pack in cartons

Palmer Printing (POS) to provide:

15% extra material for spoilage

1 cover wrap around for perfect binder on 100# gloss cover

38 sheets on 80# book/text

## Special instructions:

Text is furnished as folded signatures (4-16pp, 1-8pp, 1-4pp).

Maximum head,foot and face trim is 3/4 inch, minimum is 1/8

Folded sigs must have closed spine (no z-folds)

Cover stock should have grain running parallel to spine to prevent cracking

Cover furnished on press sheets for The Bindery to trim

Covers are laid out for perfect bound book allowing 1/8 overhang from raw sig size on the head and foot.

First and last page must be free of critical copy and UV or varnish coatings 7/16 + grind.

UV and varnish coating knocked out of spine/side glue area of inside cover, and side glue area of first and last pages.

## Estimate



**DATE:** 8/22/2024  
**TO:** Sherri Pelzer  
Palmer Printing Company  
**FROM:** Justine Carpenter / Krista Kolstad  
**QUOTE:** Q75445R1

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:** 2023 Annual Report - Non-Member Edition

- cut covers
- gather signatures
- perfect bind books (PUR layflat)
- 3-side trim to 11" x 8-1/2" (8-1/2" bind edge)
- bulk pack in cartons

**Quantity:** 600 books all one version  
In order to ensure making quantity, please provide 15% extra materials

**You furnish:** 1 cover-wraparound for perfect binder on 100# gloss cover  
38 sheets on 80# gloss book/text

- Text is furnished as folded signatures (4-16pp, 1-8pp, 1-4pp)
- **Maximum head, foot and face trim is 3/4", 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
- First and last page must be free of critical copy and UV or varnish coatings 7/16" + grind
- Inside front and back covers must be free of critical copy and UV or varnish coatings 7/16" + spine thickness + 7/16"
- 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:** \$1.61 per book

- 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

<b>Eric Feuerstein</b> 763-201-2732	<b>Scott Rooney</b> 763-201-2704	<b>Jane Stire</b> 763-201-2735	<b>Krista Kolstad</b> 763-201-2715	<b>Mike Cress</b> 763-201-2725	<b>Justine Carpenter</b> 763-201-2740
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*Finish With Us!*