

# Purchase Order



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

PO NUMBER	DATE	PAGE
429413	10/17/24	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	1515	EA	GENPRINT	GENPRINT	.83

DELIVERY DATE 11/01/24

LEILA GARDUNIA #2140181 - QTY 1515 - DUE 11/1  
QUOTE #Q75931 - SEE ATTACHED FORMS FOR DETAILS  
PALMER TO SUPPLY +3% MATERIAL FOR SPOILAGE  
\*\*\*\*\*

PO TOTAL

1257.45

# Purchase Order Request

Date of Request: 10/11/24

Contact Person: Steve Menk

Customer Name: Leila Gardunia

Customer #: 523833

Sales Order #: 2140181

Form ID #: 2521222

Job Description: 6" Scrappy Triangles Pads

Quantity: 1515

Samples Requested: 0

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q75931

Price: \$1,257.45

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

Palmer to supply:

Cover sheet: 1,515 sheets (+3% spoilage) 11x17 with 2 on.

Black & white sheets: 1,515 sheets (+3% spoilage) each of 50 versions 11x17 with 2 on of the same version.

Sample.

Ok to skid pack.

## Instructions:

Collate cover sheet & 1 each of 50 versions of black & white sheets, 11 x 17.

Return to Palmer to pad and trim to final size.

## Special instructions:

## Estimate



**the Bindery**  
INNOVATIVE FINISHING SOLUTIONS

**DATE:** 10/9/2024  
**TO:** Dan Hartmann  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q75931

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:** *Collating Quote*

- collate sheets
- bulk pack in cartons

**Quantity:** see below  
In order to ensure making quantity, please provide 3% extra materials

**You furnish:** 1 sheet on 80# silk cover, 11 " x 17"  
50 sheets on 40# offset, 11 " x 17"  
• 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	\$0.96 per book
	1,500	\$0.83
	2,000	\$0.76
	2,500	\$0.72

- 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!*