**THE JOHN ROBERTS COMPANY**

9687 East River Rd NW

Minneapolis, MN 55433

(763) 755-5500

(763) 754-4455

Purchase Order**PO Req Number:****PO Number: 167445**

PO Date: 10/18/24

Date Required: 10/18/24

Confirming: No

Requested By: kvisher

Authorized By:

Printed: 10/18/24 12:01

Supplier: 1052

Bindery, Inc., The

8201 Brooklyn Blvd

Suite 1500

Brooklyn Park MN 55445

Ship To:

The John Roberts Company

9687 E River Rd

Minneapolis MN 55433

US

Phone: (763)-755-5500

Contact:**Main Phone:** 763-201-2800**Fax:** 763-201-2790

Attention: Shipping

Important: The correct Purchase Order Number must appear on the invoice and correspondence.

Internal Notes:

Quantity Ordered	Quantity Received	Item Number	Item Description	GL-Acct	Unit Cost	U/M	Amount
305			Spiral Binding		8.400	Each	2,562.00

4470

Corporate Image Group, Inc

Job: 456101

Expected: 10/18/24

Date Last Receipt:

Special Instructions:

Best Western We Care Service Log: January-June 2025

Q75646R1

JR to provide:

- Qty 320 Front and Back covers: Trimmed to 9 x 11

- Qty 320 (6) Blue Monthly tabs: Trimmed to 9 x 11 which includes the tab. Outside vendor to die cut in a bank of 6 tabs.

- Qty 320 (2) Yellow Quarterly Tracking tabs: Trimmed to 9 x 11 which includes the tab.

Outside vendor to die cut as the 1st 2 positions of a bank of 3 tabs

- Tab cutting Make Ready (20 of each (8) tabs printed with die lines)

- Qty 320 book blocks - 520 text pages/260 sheets: trimmed to 8.5 x 11 (pages to include Magenta slip sheets to indicate where the tabs insert)

- Content Proofs and Cartons

All product is trimmed to finished flat size with 5% overs.

Vendor to:

Collate and spiral bind 1 version of 520pg book with FC + BC + (8) Tab pages

- cut 1/2" tabs on 8 tab sheets

- punch holes for binding

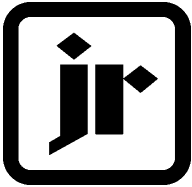
- collate covers with text pages and insert tabs.

- bind with a Black plastic spiral binding on the 11" edge

- bulk pack in cartons

Qty needed 300 + 5 samples

For questions or concerns please contact TeamRamirez@johnroberts.com

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PO Total: 2,562.00