

Purchase Order



POS Professional Office Services, Inc.

P.O. Box 450
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
430434	12/11/24	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	10000	EA	BOOKS	BOOKS	1.83

DELIVERY DATE 1/29/25

FAT QUARTER #2163012 - QTY 10,000 - DUE 1/29/25
QUOTE #Q76414 - SEE ATTACHED SHEETS FOR DETAILS
BINDERY TO SHIP DIRECT TO CLIENT
PALMER TO SUPPLY +3% ADD'L MATERIAL FOR SPOILAGE

PO TOTAL

18300.00

Purchase Order Request

Date of Request: 12/9/24

Contact Person: Steve Menk

Customer Name: Fat Quarter Shop

Customer #: 520866

Sales Order #: 2163012

Form ID #: 2125823

Job Description: Vintage Christmas Book

Quantity: 10,000

Samples Requested: 5

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q76414

Price: \$18,309.15

Date to Vendor:

Date Back From Vendor:

Vendor instructions:

Palmer to supply:

10,005 (+ 3% spoilage) folded covers.

10,005 (+ 3% spoilage) each of 13 - 16-page signatures

Sample.

Boxes: 500 #S-19098, 11 x 11 x 10.

The Bindery to supply labels.

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This is a repeat of Palmer/POS PO 408221.

Please semi-conceal wire-O bind 10,000 books + 5 samples boxed separately for Palmer.

REMOVE 1 BLANK SHEET FROM BACK OF BOOK BEFORE BINDING.

Use white wire.

## Special instructions:

206 pages / 103 sheets. Final page size is 8.5 x 11.

Pack in 11 x 11 x 10 boxes supplied.

Label cartons with this info:

Fat Quarter Shop

Order # 2163012

Vintage Christmas Book

Qty. \_\_\_\_

Ship 10,000 direct to Fat Quarter Shop. Palmer will supply packing list and BOL.

5 Samples ship to Palmer.

## Estimate



**DATE:** 11/22/2024  
**TO:** Dan Hartmann  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q76414

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:** *Vintage Christmas Book*

- 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 3% extra materials

**You furnish:** 1 covers-wrap semi-concealed on 24pt stock  
104 sheets on 80# matte text

- Text is furnished as folded signatures (13-16pp)
- 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 the same size as the signatures
- 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> | 7,500 books | \$1.87 per book |
|               | 10,000      | \$1.83          |
|               | 12,500      | \$1.81          |

- 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!*