

# Purchase Order



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

PO NUMBER	DATE	PAGE
431397	2/06/25	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	3020	EA	GENPRINT	GENPRINT	2114.00 L

DELIVERY DATE 2/21/25

LEILA GARDUNIA #2184787 - QTY 3020 - DUE 2/21  
QUOTE #Q75931R2 - SEE ATTACHED FORMS  
BINDERY TO COLLATE AND RETURN  
PALMER TO SUPPLY +3% MATERIAL FOR SPOILAGE

\*\*\*\*\*

PO TOTAL

2114.00

# Purchase Order Request

Date of Request: 2/5/25

Contact Person: Steve Menk

Customer Name: Leila Gardunia

Customer #: 523833

Sales Order #: 2184787

Form ID #: 2521222

Job Description: 6" Scrappy Triangles Pads

Quantity: 3,020

Samples Requested: 0

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q75931R2

Price: \$2,114.00

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

Palmer to supply:

\* Cover sheet: 3,020 sheets (+3% spoilage) 11x17 with 2 on.

\*Black & white sheets: 3,020 sheets (+3% spoilage) each of 50 versions 11x17 with 2 on of the same version.

\*3,110 pieces of 11 x 17 18pt. chipboard.

\*Sample.

Ok to skid pack.

## Instructions:

Collate cover sheet, 1 each of 50 versions of black & white sheets & chipboard.

Need 3,020 11 x 17 2-up sheets collated into sets to make 6,000 single pads 7 x 7.

Return to Palmer to pad and trim to final size.

## Special instructions:

Email when ready to pick up.

Repeat of Palmer P.O. 430135

## Estimate



**the Bindery**  
INNOVATIVE FINISHING SOLUTIONS

**DATE:** 2/4/2025  
**TO:** Sherri Pelzer  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q75931R2

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"  
1 backer on 18pt chipboard, 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	\$0.98 per book
	1,500	\$0.85
	2,000	\$0.78
	2,500	\$0.74
	3,000	\$0.70

- 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!*