

**CORPORATE OFFICE**

6845 Winnetka Circle, Brooklyn Park, MN 55428

m. 763.535.7277 [alwaysenpointe.com](http://alwaysenpointe.com)**Purchase Order**

166668

ENPOINTE

Ac No : 1925

Vendor : Bindery Inc.

8201 Brooklyn Blvd.

Suite 1500

Brooklyn Park, MN 55445

Tel No :763-201-2800

Fax : 763-201-2790

Order Date 3/19/2025

Due Date 4/4/2025

Ordered By zachz

Reference

Ship Attention

Ship To : ENPOINTE BP

6845 Winnetka Circle

Brooklyn Park,MN 55428-1537

Ship Via :

IN.16666804.

| # | Job #  | Item / Quote | Quantity | Item Description | Unit Price | Per | Due dt. | Gross Amt | Tax  |
|---|--------|--------------|----------|------------------|------------|-----|---------|-----------|------|
| 1 | 345054 |              | 2,225    | NCS Pearson, Inc | 1.57001    |     | 4/4/25  | 3,493.25  | 0.00 |

Details:

Q: 77489 3/12/25

2,225 - \$1.57 ea

NCS KTEA Manual

cut covers to signature size

gather signatures and covers

4-side trim to 8-1/2" x 11" (11" spine)

punch holes for binding

bind with a clear plastic spiral binding on the 11" edge

bulk pack in cartons

QTY: 2,225 books all one version

ENPOINTE to furnish:

2 covers-2pp on 10pt C2S 1.7 mil lam 2S

103 flat sheets on 50# offset

Text is furnished as folded signatures (12-16pp,1-8pp,1-4pp,1-2pp)

Maximum head, foot and face trim is 1-9/16", minimum is 1/8"

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

To prevent additional charges, 2pp sigs should not fall at front or back of the book, and should be the same size as the rest of the sigs

{GL:05-01-01-1460}-&gt;Expense: {GL:05-01-60-5500}

**Instructions and Conditions**

- 1: Return Acknowledgement promptly upon receipt of order & Invoice Promptly.
- 2: Place Order Number on all packages, bills of lading and invoices.
- 3: Seller warrants goods shipped produced in accordance with applicable provisions fair labor standards act.
- 4: No charge for packing or crating accepted unless perviously agreed on.

Sub Total \$3,493.25

Total Discount \$0.00

Total Tax \$0.00

TOTAL \$3,493.25

Authorized By:

Approved By :

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**TERMS AND CONDITIONS**  
**PLEASE READ CAREFULLY**

The statements on the front and back of this purchase order are understood to be an accurate statement of the terms and conditions of the agreement between the parties hereto. Failure to advise us immediately of any discrepancies, objections to disagreements with such terms and conditions shall be construed as an acceptance of this Agreement.

1. Acceptance is limited to the exact terms of this purchase order. None of the terms and conditions on this purchase order may be modified, added to, superceded or otherwise altered, except with the consent of Buyer.
2. Time is of the essence under this Agreement. Supplier will advise Buyer immediately upon receipt of this order if specified time cannot be met. Upon failure of Supplier to comply with delivery date, as specified, Buyer has the option to cancel this purchase order at any time without further cost or liability.
3. Supplier agrees to defend, indemnify and hold harmless Buyer and/or its customers, against any and all liability, loss and expense (including attorney's fees) by reason of any claim, action, or litigation arising out of failure of the material supplied to meet specifications or warranties or to be otherwise defective and/or from any alleged or actual, direct or contributory infringement of patent, arising from the purchase, use or sale of subject material.
4. Art work, type, negatives, plates, dies, molds and other pertinent items are property of Buyer, and are accepted by Seller at his risk, and must be returned to us at Buyer's request.
5. Any cost incurred by Buyer as a result of an error in shipment of wrong material, shall be reimbursed by Supplier.
6. Buyer shall not be liable for any prevention or delay in performance resulting in whole or in part directly or indirectly, from fires, floods, or other acts of God, strikes, lockouts, or labor disputes, wars, riots, or embargoes, actions by foreign, federal, state or local governments, shortages or transportation, equipment, fuel, or labor, or any other circumstances beyond Buyer's control.
7. Buyer may designate any reasonable alternative delivery points if necessary to expedite Seller's performance of this Agreement but shall have no obligation to do so.
8. Acceptance of any delivery by Buyer after breach of the terms and conditions of this Agreement by Seller shall not waive any rights or remedies accruing to Buyer as a result of such prior breach.
9. Acknowledgement not essential. Acceptance of order means acceptance of all conditions.

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**SHIPPING REQUIRMENTS!**

The following guidelines apply to ENPOINTE vendors that ship materials/product to an ENPOINTE plant or drop ship to another Subcontractor, ENPOINTE Designated Warehouse or Customer location.

**SHIPMENT TO PLANT LOCATION****ENPOINTE**9491 Winnetka Ave STE 100  
Brooklyn Park, MN 55445**ENPOINTE**6845 Winnetka Ave Circle  
Brooklyn Park, MN 55428**ENPOINTE**6905 Winnetka Ave Circle  
Brooklyn Park, MN 55428

Normal receiving hours: M-F from 7:00 a.m. to 4:00 p.m.

1. Vendor/Subcontractor must supply a detailed packing list, affixed to the top carton of the first pallet on a shipment, or on one carton of a non-palletized shipment.
2. Purchase order number should be included in packing list.

Inbound shipments in excess of 12 pallets should be scheduled with the receiving department. For delivery appointment in Brooklyn Park, call 763-535-7277,  
Ext. 5522, for the warehouse  
Ext. 5285 for 6845 Production  
In St. Paul, call 651-632-9243  
M-F between 7:00 a.m. and 4:00 p.m. CST.

**DROP SHIPMENT FROM VENDOR, INCLUDING SUBCONTRACTOR, TO OTHER DISTINATION**

1. If Vendor is shipping to subsequent Subcontractor, ENPOINTE Designated Warehouse or Customer, an email with packing list must be sent to [packslips@alwaysenpointe.com](mailto:packslips@alwaysenpointe.com).
2. Purchase order number should be included in packing list.

**Any deviation from this process could delay payment of invoice.**