

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
432193	3/21/25	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: CSTEARNs

LINE	QUANTITY	UM	ITEM	DESCRIPTION	COST
1.00	900	EA	BOOKS	BOOKS	1.16

DELIVERY DATE 4/04/25

GRANITE PARTNERS #2196615 - QTY 900 - DUE 4/4  
QUOTE #76758R4 - MEMBER EDITION, SEE ATTACHED  
PALMER TO SUPPLY +10% ADD'L MATERIAL FOR SPOIALGE  
\*\*\*\*\*

2.00 600 EA BOOKS BOOKS 1.69

DELIVERY DATE 4/04/25

GRANITE PARTNERS #2196615 - QTY 600 - DUE 4/4  
QUOTE #76758R5 - STAKEHOLDER EDITION, SEE ATTACHED  
PALMER TO SUPPLY +10% ADD'L MATERIAL FOR SPOIALGE  
\*\*\*\*\*

PO TOTAL

2058.00

# Purchase Order Request

Date of Request: 3/6/25

Contact Person: Kristi/Jen

Customer Name: Granite Partners

Customer #: 520738

Sales Order #: 2196615

Form ID #: 2400921

Job Description: Annual Report - Stakeholder Edition

Quantity: 900

Samples Requested: 10

Vendor Name: The Bindery

Vendor #: 97785

Quote #: 76758R5

Price: \$1.16 each

Date to Vendor:

Date Back From Vendor: 4/3/25

## Vendor instructions:

Cut covers, Gather signatures, perfect bind books (PUR layflat)  
3 side trim to 11x8.5 (bind edge 8.5 edge)  
Bulk pack in cartons

Palmer/POS to provide:

10% extra material for spoilage

1 cover wrap around for perfect binder on 100# gloss cover

42 sheets on 80# book/text

## Special instructions:

Text is furnished as folded signatures (5-16pp. 1-4pp)

Maximum head, foot and face trim is 3/4 inch, minimum is 1/8

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

Cover stock should have grain running parallel to spine to prevent cracking

Cover furnished on press sheets for The Bindery to trim

Covers are laid out for perfect bound book allowing 1/8 overhang from raw sig size on the head and foot.

First and last page must be free of critical copy and UV or varnish coatings 7/16+ grind.

UV and varnish coating knocked out of spine/side glue area of inside cover, and side glue area of first and last pages.

## Estimate



**DATE:** 2/13/2025  
**TO:** Lisa Berg  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q76758R5

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: *2024 Stakeholder*  
~~2023~~ Annual Report - ~~Non-Member~~ Edition

- cut covers
- gather signatures
- perfect bind books (PUR layflat)
- 3-side trim to 11" x 8-1/2" (8-1/2" bind edge)
- bulk pack in cartons

**Quantity:** see below  
In order to ensure making quantity, please provide 10% extra materials

**You furnish:** 1 cover-wraparound for perfect binder on 100# gloss cover  
42 sheets on 80# gloss book/text

- Text is furnished as folded signatures (5-16pp, 1-4pp)
- Maximum head, foot and face trim is 1-9/16", minimum is 1/8"
- Folded sigs must have closed spine (no z-folds)
- Cover stock should have grain running parallel to spine to help prevent cracking
- Covers furnished on press sheets for us to trim
- Covers are laid out for a perfect bound book allowing an 1/8" overhang from raw sig size on the head and foot
- First and last page must be free of critical copy and UV or varnish coatings 7/16" + grind
- Inside front and back covers must be free of critical copy and UV or varnish coatings 7/16" + spine thickness + 7/16"
- UV and varnish coating knocked out of spine/side glue area of inside cover, and side glue area of first and last pages

**Shipping:** FOB our Brooklyn Park dock (doors 31-36). We can provide transportation if requested. Shipping charges would apply.

**Price:** 600 books \$1.68 per book  
900 \$1.16

- 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!**

# Purchase Order Request

Date of Request: 3/6/25

Contact Person: Kristi/Jen

Customer Name: Granite Partners

Customer #: 520738

Sales Order #: 2196615

Form ID #: 2400919

Job Description: Annual Report - Member Edition

Quantity: 600

Samples Requested: 10

Vendor Name: The Bindery

Vendor #: 97785

Quote #: 76758R4

Price: \$1.69 each

Date to Vendor:

Date Back From Vendor: 4/3/25

## Vendor instructions:

Cut covers, Gather signatures, perfect bind books (PUR layflat)  
3 side trim to 11x8.5 (bind edge 8.5 edge)  
Bulk pack in cartons

Palmer/POS to provide:

10% extra material for spoilage

1 cover wrap around for perfect binder on 100# gloss cover

46 sheets on 80# book/text

## Special instructions:

Text is furnished as folded signatures (5-16pp. 1-4pp. 108. pp)

Maximum head, foot and face trim is 3/4 inch, minimum is 1/8

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

Cover stock should have grain running parallel to spine to prevent cracking

Cover furnished on press sheets for The Bindery to trim

Covers are laid out for perfect bound book allowing 1/8 overhang from raw sig size on the head and foot.

First and last page must be free of critical copy and UV or varnish coatings 7/16+ grind.

UV and varnish coating knocked out of spine/side glue area of inside cover, and side glue area of first and last pages.

## Estimate



**DATE:** 2/13/2025  
**TO:** Lisa Berg  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q76758R4

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: <sup>2024</sup> ~~2023~~ Annual Report - ~~Non~~ Member Edition

- cut covers
- gather signatures
- perfect bind books (PUR layflat)
- 3-side trim to 11" x 8-1/2" (8-1/2" bind edge)
- bulk pack in cartons

Quantity: 600 books all one version  
In order to ensure making quantity, please provide 10% extra materials

You furnish: 1 cover-wraparound for perfect binder on 100# gloss cover  
46 sheets on 80# gloss book/text

- Text is furnished as folded signatures (5-16pp, 1-8pp, 1-4pp)
- **Maximum head, foot and face trim is 3/4", minimum is 1/8"**
- Folded sigs must have closed spine (no z-folds)
- Cover stock should have grain running parallel to spine to help prevent cracking
- Covers furnished on press sheets for us to trim
- Covers are laid out for a perfect bound book allowing an 1/8" overhang from raw sig size on the head and foot
- First and last page must be free of critical copy and UV or varnish coatings 7/16" + grind
- Inside front and back covers must be free of critical copy and UV or varnish coatings 7/16" + spine thickness + 7/16"
- UV and varnish coating knocked out of spine/side glue area of inside cover, and side glue area of first and last pages

Shipping: FOB our Brooklyn Park dock (doors 31-36). We can provide transportation if requested. Shipping charges would apply.

Price: \$1.69 per book

- 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

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