

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
432349	3/28/25	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	2000	EA	BOOKS	BOOKS	1.12

DELIVERY DATE 4/14/25

AAGARD #2203345 - QTY 2000 - DUE 4/14  
QUOTE #Q77638 - CUT PRESS SHEETS AND BIND  
SEE ATTACHED FOR DETAILS  
PALMER TO PROVIDE +3% ADD'L MATERIAL FOR SPOILAGE  
\*\*\*\*\*

PO TOTAL

2240.00

# Purchase Order Request

Date of Request:

Customer Name: Aagard

Customer #: 521121

Sales Order #: 2203345

Form ID #: 2206448

Job Description: 6 x 9 Notebook

Quantity: 2,000

Samples Requested: 3

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q77638

Price: \$1.12 ea

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

- cut common sheets from press sheets down to 6" x 9"
- count 50 common sheets
- add covers
- punch holes for binding
- bind with BLACK wire loop (Wire-O) binding on the 9" edge
- bulk pack in cartons

## Special instructions:



*estimate*



**the Bindery**  
INNOVATIVE FINISHING SOLUTIONS

**DATE:** 3/25/2025  
**TO:** Dan Hartmann  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q77638

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 30 days unless otherwise indicated..

**Project:**

- Count 50 common sheets
- add covers
- punch holes for binding
- bind with a black wire loop (Wire-O) binding on the 9" edge
- bulk pack in cartons

**Quantity:** see below  
In order to ensure making quantity, please provide 3% extra materials

**You furnish:** 2 covers-2pp on 120# silk cover, 6 " x 9"  
50 common sheets on 60# offset, 6 " x 9"  

- Materials are furnished as single sheets trimmed to final size
- 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.

**Price:** 1,000 books \$1.12 per book  
2,000 \$1.00

- 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.

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

**Mike Cress**  
763-201-2725

**Justine Carpenter**  
763-201-2740

***Finish With Us!***