

# Purchase Order



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

PO NUMBER	DATE	PAGE
432465	4/03/25	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	4000	EA	BOOKS	BOOKS	.28

DELIVERY DATE 4/22/25

MODA #2192663 - QTY 4000 - DUE 4/22  
QUOTE #Q77548 - SEE ATTACHED FOR DETAILS  
PALMER TO SUPPLY +5% ADD'L MATERIAL FOR SPOIALGE  
BINDERY TO SHIP DIRECT TO CUSTOMER BY 4/22  
\*\*\*\*\*

PO TOTAL

1120.00

# Purchase Order Request

Date of Request: 4/2/25

Contact Person: Steve Menk

Customer Name: Moda Fabrics

Customer #: 522500

Sales Order #: 2192663

Form ID #: 2504411

Job Description: "Piece" catalog - May 2025

Quantity: 4,000

Samples Requested: 8

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q77548

Price: \$1,122.24

Date to Vendor:

Date Back From Vendor 4/21/25

## Vendor instructions:

Palmer to supply:

2,004 (+ 5% spoilage) press sheets of the covers, 2-out on 20x26 100# silk cover.

4,008 (+ 5% spoilage) each of (11) 16-pg folded sigs.

Proof.

Boxes: 225 boxes 11.25 x 8.75 x 8 (3SM51007)

The Bindery will make labels.

Instructions: Perfect bind 4,000 books + 8 samples.

4,000 bulk carton in supplied cartons per list. Package the samples separately.

(no shrink wrapping)

Size: 8.5 x 11, 176 pages/ 88 sheets + cover.

## Special instructions:

See additional sheet for labeling instructions.

The 8 samples and 500 labeled "H+H" ship to Palmer/POS - Palmer will have Killian Truck pick these up.

3,500 books ship direct to Moda Fabrics. Palmer to provide packing list & BOL.

# BOX LABELING INSTRUCTIONS...

Qty. 2,260 label with this information:

**Moda Mail**

Order # 2192663

Piece Catalog – May 2025

Qty. \_\_\_\_

Qty. 1,040 label with this information:

**Distributors**

Order # 2192663

Piece Catalog – May 2025

Qty. \_\_\_\_

Qty. 100 label with this information:

**Sales Team**

Order # 2192663

Piece Catalog – May 2025

Qty. \_\_\_\_

Qty. 100 label with this information:

**Office**

Order # 2192663

Piece Catalog – May 2025

Qty. \_\_\_\_

Qty. 500 label with this information:

**H+H**

Order # 2192663

Piece Catalog – May 2025

Qty. \_\_\_\_

*(These 500 and the 8 samples ship to Palmer)*

## Estimate



**DATE:** 3/19/2025  
**TO:** Dan Hartmann  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q77548

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:** *Piece Catalog*

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

**Quantity:** see below  
In order to ensure making quantity, please provide 5% extra materials

**You furnish:** 1 cover-wraparound for perfect binder on 100# silk cover  
88 sheets on 80# silk text

- Text is furnished as folded signatures (11-16pp)
- 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
- Sigs are furnished skid packed or in skid tubs
- 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:**

3,000 books	\$0.32 per book
3,500	\$0.29
4,000	\$0.28

- 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

**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!*