

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
432542	4/08/25	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	626	EA	GENPRINT	GENPRINT	1.66

DELIVERY DATE 4/21/25

LEILA GARDUNIA #2208765 - QTY 626 - DUE 4/21  
QUOTE #Q77710 - SEE ATTACHED FOR DETAILS  
PALMER TO SUPPLY +3% ADD'L MATERIAL FOR SPOIALGE  
\*\*\*\*\*

PO TOTAL

1039.16

# Purchase Order Request

Date of Request: 4/7/25

Contact Person: Steve Menk

Customer Name: Leila Gardunia

Customer #: 523833

Sales Order #: 2208765

Form ID #: 2431895

Job Description: 3" Scrappy Triangles Pads

Quantity: 626

Samples Requested: 0

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q77710

Price: \$1,039.16

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

Palmer to supply:

\* Cover sheet: 626 sheets (+3% spoilage) 11x17 with 8 on.

\*Black & white sheets: 626 sheets (+3% spoilage) each of 51 versions 11x17 with 8 on of the same version.

\*648 pieces of 11 x 17 18pt. chipboard.

\*Sample.

Ok to skid pack.

## Instructions:

Collate cover sheet, 1 each of 51 versions of black & white sheets & chipboard.

Need 626 11x17 8-up sheets collated into sets to make 4,000 single pads 4 x 4.

Return to Palmer to pad and trim to final size.

## Special instructions:

Email when ready to pick up.

83033

## Estimate



**theBindery**  
INNOVATIVE FINISHING SOLUTIONS

**DATE:** 4/1/2025  
**TO:** Sherri Pelzer  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q77710

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:** *Collating Quote 11 x 17*

- 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"  
51 sheets on 40# offset, 11 " x 17"  
1 backer on 18pt chipboard, 8-1/2 " x 11"

- 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:**

500 books	\$1.80 per book
625	\$1.66
750	\$1.57

- 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.

444 : 8

### 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!**