Outside Vendor Scheduling Form	<u> </u>			
Mill Rock Packaging 1050 Westgate Drive	To Date:	Sched Quantity	ule Dates <u>From Date:</u>	Quantity
St. Paul, MN 55114				
Telephone: (651) 646-1050 Fax: (651) 646-7228				
Job Contact:				
Scheduling: Curt Hansen				
Vendor: The Bindery Inc 8201 Brooklyn Blvd Suite 1500 Brooklyn Park MN 55445 Ph: (763) 201-2800  Vendor Contact: Justine Carpenter Job Description:  180 Page + Cover Perfect Bound Manual (New)  PO # / Job #: 630031 Outside Vendor Quote Number: Q77300  Fax:				
Finished Size: 5.5" x 8.5"				
Cover Stock: 65# Gloss Cover / Text Stock: 40# Offset Text				
_300 quantity = \$2.50 each book per Q77300				
Total Quantity Needed to Fill Order: 305 Overs Limit: 15 %				
Vendor Instructions:				
Gather 5 - 32 pg, 1 - 16 pg sigs, 1 - 4pg sig and 1 - 4 pg cover and perfect bind on 8.5" side.				
Trims: .25" head, .25" foot, 1/8" spine grind off, .25" face - no lip for perfect binding				
Pack in gaylords				
Allowed 1/8" extra trim (.375") on cover only for head and foot trim				
>>>> RETURN IMPRESSIONS SUPPLIED SAMPLE(S) / PROOF(S) WITH SHIPMENT <				
Impressions requires that you notify us of changes in your product, process or service so that we can determine whether the changes may affect the quality of a finished product.				
Shipping (To Vendor) Instructions:				
Gaylords to fit material				
Q	uantity to Ship to Vendo	or: 400		
☐ Art Board(s)   ☐ Previous Run Samples(s)   ☐ Copy of Proof(s)				
White Copy - Vendor Yellow Copy - Ticket				