

# Purchase Order



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

PO NUMBER	DATE	PAGE
433198	5/15/25	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	1400	EA	BOOKS	BOOKS	.43

DELIVERY DATE 5/28/25

MODA #2217964 - QTY 1400 - DUE 5/28  
QUOTE #Q77444R1 - SEE ATTACHED FOR DETAILS  
PALMER TO SUPPLY +10% ADD'L MATERIAL FOR SPOIALGE  
\*\*\*\*\*

PO TOTAL

602.00

# Purchase Order Request

Date of Request: 5/2/25

Contact Person: Steve Menk

Customer Name: Moda Fabrics

Customer #: 522500

Sales Order #: 2217964

Form ID #: 2509573

Job Description: Mine Piece Catalog - Nantucket Summer

Quantity: 1,400

Samples Requested: 12

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q77444R1

Price: \$607.16

Date to Vendor:

Date Back From Vendor: 5/27/25

## Vendor instructions:

### PALMER TO SUPPLY:

706 (+ 10% spoilage) Cover press sheets, 19x25 2-out.

1,412 (+10% spoilage) each of (1) 8-page sig. and (1) 32-page sig.

Proof.

10 Boxes 12.25 x 9.25 x 9 (3SM51022). The Bindery will make labels.

### INSTRUCTIONS:

Perfect bind 1,400 books + 12 samples.

Carton in supplied boxes. Package the samples separately.

Size: 5.75 x 8, 40 pages (20 sheets) + cover.

## Special instructions:

### Label cartons as:

Mini Piece Catalog - Nantucket Summer

Moda Fabrics

Order #2217964

Qty. \_\_\_\_

The 12 samples ship to Palmer/POS.

Balance of order ships direct to Moda Fabrics. Palmer to provide the packing list and BOL.

## Estimate



**DATE:** 5/2/2025  
**TO:** Dan Hartmann  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q77444R1

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:** 6 X 8 Perfect Bound quote

- cut covers
- gather signatures
- perfect bind books (PUR perfect bind)
- 3-side trim to 6" x 8" (8" 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 80# silk cover  
20 sheets on 80# silk text

- Text is furnished as folded signatures (1-32pp, 1-8pp)
- 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
- 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.

<b>Price:</b>	500 books	\$1.03 per book
	750	\$0.72
	1,000	\$0.56
	1,400	\$0.43
	1,500	\$0.40
	2,000	\$0.32

- 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!*