



# VERSA PRESS, INC.

Rev. 12/05/24

DATE: 07/16/25

DATE NEEDED: 07/16/25

VENDOR: The Bindery

ATTENTION: Justine Carpenter

QUOTE: Q78622R1

Q25-09869 / J25-05550

VERSA CONTACT: Mark Sanders

TITLE: 2024 ANNUAL REPORT

PUBLISHER: RALPH DROLLINGER

RUN QUANTITY: 2000 TOTAL PAGES: 56 TEXT TRIM SIZE: 11 X 8 1/2

OBLONG: YES

SIGNATURES: 3 - 16 pg sig. 1 - 8 pg sig.

HEAD TRIM: 1/8 GUTTER TRIM: 1/4 SIGNATURE SEQUENCE:

TEXT STOCK: 80 lb. White Coated (Matte) - 454 PPI

COVER STOCK: 160 lb. White 14 Pt (C1S) - 142 PPI - FSC

MATERIALS PROVIDED AS: Folded Ungathered Signatures

BINDING TYPE: Perfect

PACKING: Cartons Supplied by Vendor

## Estimate



DATE: 7/3/2025  
TO: Michael Packard  
Versa Press, Inc.  
FROM: Scott Rooney / Justine Carpenter  
QUOTE: Q78622R1

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: **Annual Report**

- cut covers
- gather signatures
- perfect bind books (PUR perfect bind)
- 3-side trim to 11" x 8-1/2" (8-1/2" 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 14pt C1S  
28 sheets on 80# matte text

- Text is furnished as folded signatures (3-16pp, 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.

Price:	1,000 books	\$0.67 per book
	2,000	\$0.41
	3,000	\$0.32
	4,000	\$0.28

- Prices 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!*

# Standard Shipping Instructions

6239

## RALPH DROLLINGER

Contact Instructions:

Fax Instructions:

Truck Type:

Delivery Instructions:

Special Instructions:

HOLD UNTIL RELEASED  
BY VERSA PRESS, INC.

	PO#	ISBN	Title	Ship Instr	Loc Instr	Versa	Email	
Packing List:	True	True	True	False	True	False	True	
Bill Of Lading:	True	True	False	False	True	False	True	
Skid Topper:	False	False	True	False	False	False	False	PrePay Required: False

\* Contact Cindy Scalf at Versa Press for Carrier \*

Product

Qty

Branch Name

Contact Name

Ship Method

Ship Instructions

Common Carrier

All Books

George Wiley  
135 E Santa Clara  
Unit C  
Arcadia, CA 91007

Phone: 626-665-6166

Ext:

Fax:

Carrier Name: Not Selected

Dock Hours:

Payment Type: 3rd Party Bill to -

Location Instr: Delivery Appt; Lift Gate; Inside Delivery

Bill To Information

Forward Information

Versa Press, Inc.  
1465 Spring Bay Rd.  
East Peoria, IL 61611  
(309) 822-8272



7/17/2025

10:11:47 AM

# Bindery Work Order

Page: 1

Job No: <del>J25-05550</del> Q25-09869 Status Group: 2528.2		Box No:		Qty / Stack:	
Sales Rep: <del>JM</del> Order Entry: ST1 Planner: <del>MS2</del>		No of Boxes:		No. Stacks:	
RALPH DROLLINGER		Books / Box:		Approx Maj. Sheets: 0	
6239		Max Box Wt:		Min. Sheets: 0	
2024 ANNUAL REPORT		Label Box: 1 End		Top Sheets:	
ISBN:		PO:		Pallet Size: 48" x 40", 4-Way - P-1	
Reprint:		Due Date: 7/15/2025		Max Pallet Ht:	
Trim Size: 11 x 8 1/2"		Spine: 0.14		Recipe: 0	
Trim Size (mm): Non-Standard		Spine (mm): 3.6		Recipe Name: None	
Number Books: 2000		No Layers: 0		Toggle: 0	
No64s: 0		No32s: 0		Pattern: 0	
No16s: 3		No12s: 0		Boxer Per Layer: 0	
No8s: 1		No4s: 0		Boxes Per Skid: 0	
Max Run: 2100		Min Run: 2100		Comments:	

  

Status	Product Description	Qty	Ship Method	Max Run	Min Run	Instructions

# RALPH DROLLINGER

## 2024 ANNUAL REPORT

QTY:

WT:

Lbs