



OneTouchPoint

Purchase Order

1225 Walnut Ridge Drive
Hartland WI 53029
Phone: (262) 369-6000
Fax: (262) 369-5632



PO Number: 231083

PO Date: 08/21/2025
Required Date: 08/21/2025
Authorized By: Gavin Mitich
Terms: Net 60
FOB: Origin
Ship Via: Best Way Based on Price

Supplier: 8756
The Bindery
8201 Brooklyn Blvd
STE 1500
Brooklyn Park MN 55455
Attention:
Phone: 920-475-8195

Ship To:
OneTouchPoint Midwest-Hartland
1225 Walnut Ridge Drive
Hartland WI 53029
Attention: Receiving Dept.
Phone:

Quantity Ordered	Supplier Item Number Internal Item ID	Item Description	Unit Cost	U/M	Amount
500		IEC BLUEPRINTS OTP to supply press sheets 2-up on 50# 28x40 Offset. Trim sheets to 27" x 19". Collate 81 different sheets together. OTP to supply blank stock 110# 22.5x35 Index. Cut stock to 2.5" x 19". Score blank stock to create spine. Side stitch (3 staples) spine to collated sheets. Carton pack 1/ctn. Label carton and bulk pack on skids. OTP to supply cartons and labels. Quote #Q78493. Rerun of Invoice #58892 20176 AMERICAN TECHNICAL PUBLISHERS Job: 3033747	8.25	Each	4,125.00

PO Total: 4,125.00

Authorized Signature

Date

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TERMS AND CONDITIONS

- 1) The invoice for this purchase order will be paid based on the quantities and unit prices specified above, unless a maximum allowable quantity overage is stated below.
- 2) Freight, unless indicated above, will not be paid. If delivery instructions include an account number to bill, delivery by other means will not be paid.
- 3) The delivery due date is the date by which the product must be received at the ship to address for this PO to be valid. Late delivery must be approved by requestor prior to shipment.
- 4) Partial shipments, unless requested are discouraged.
- 5) Any changes to products or material described in this purchase order or any accompanying specifications must be communicated to OneTouchPoint for review prior to delivery.

GENERAL REQUIREMENTS

The following requirements apply to all materials being received by OneTouchPoint unless otherwise specifically indicated.
A completed manifest or packing list must be included with each shipment. The packing list must contain the total number of cartons, quantity per carton, inner packaging, and total number of forms or units shipped. For numeric forms, a list containing number sequences and missing numbers, if applicable. Orders shipping in numerical sequence must be palletized with low numbers on top.
Pallets not to exceed 54" total height (including pallet).

PACKAGING

All carton quantities must be the same throughout.
Partial/runt cartons are permitted only for pick and pack and critically numbered forms.
Partial cartons should be distinguished from full cartons and be located on top of the shipment and marked as a "partial" carton.
Only one (1) product per carton. Cartons with more than one product must be labeled as "mixed product".
Gaylord or bulk packaging is not acceptable.
All inner carton packaging units/SKU's (stock keeping units) must be the same throughout. Runt SKU's are not acceptable.
Forms must be packed in 200# test carton with filler in empty spaces.
Individual cartons are not to exceed 50 pounds.
Inner carton packaging units/SKU's must be identified with the customer form number or OneTouchPoint purchase order number.

LABELING

Package/Carton labeling must be printed electronically (hand written labels not acceptable)
All human readable information must be a minimum of 10pt font.
Labeling information must include the following information (where available):

- Product/Part/Form Number
- Revision
- Product Description
- Unit of Measure (Each, Pkg, Carton, Roll, etc)
- Quantity per UOM (i.e. 200/Pkg)
- Quantity per carton
- Carton x/y (i.e. 1/10, 2/10...10/10)
- Purchase Order Number

Additional Requirements

If inner pack/SKU's then quantity per Inner Pack/SKU.
For sequentially numbered products/parts/forms, must include numerical sequence each carton contains

ADVANCE SHIPPING NOTIFICATION (ASN) & DELIVERY APPOINTMENTS

Shipments exceeding 10 or more pallets require a scheduled delivery appointment.
Suppliers shipping product not directly requested by OneTouchPoint must provide Advance Shipping Notice (ASN) at least 24 hours prior to delivery.
Note: when scheduling a delivery appointment please include supplier name or shipping location, number of pallets and carrier.

STANDARD RECEIVING PROCESSING

Shipments meeting requirements are received into systems no later than by end of next business day (24 hrs)
Shipments of less than 10 skids are received in on a first come first serve basis.
Shipments of 10 skids or more are received in as best possible.

NON-CONFORMANCE (QUARANTINE AND REWORK POLICY)

Shipments not meeting requirements are flagged and/or staged as non-conformant and held in a quarantine location
Shipments not meeting requirements are received into systems as immediately as possible following proper identification and labeling activities can be performed. No defined timelines apply. Shipments not meeting requirements are communicated to customer/supplier
For shipments received by OneTouchPoint that do not meet the following criteria, the following rework charge will apply:
Minimum Rework Charge \$35
Shrinkwrap/Polywrap \$35 / hour + materials
All other rework will be billed at the standard rate of \$35 / hour.