

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
435363	9/24/25	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	3520	EA	GENPRINT	GENPRINT	.75

DELIVERY DATE 10/09/25

LEILA GARDUNIA #2276624 - QTY 3520 2 UP - DUE 10/9  
QUOTE #Q79293 - SEE ATTACHED FOR DETAILS  
PALMER TO SUPPLY +3% ADD'L MATERIAL FOR SPOIALGE  
\*\*\*\*\*

PO TOTAL
2640.00

# Purchase Order Request

Date of Request: 8/19/25

Contact Person: Steve Menk

Customer Name: Leila Gardunia

Customer #: 523833

Sales Order #: 2276624

Form ID #: 2518336

Job Description: 6" Scrappy Stars Pattern Pads

Quantity: 3,520 collated 2up sheets

Samples Requested: 0

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q79203<sup>9</sup>

Price: \$2,640.00

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

Palmer to supply:

\* Cover sheet: 3,520 sheets (+3% spoilage) 12x18 with 2 on.

\*Black & white sheets: 3,520 sheets (+3% spoilage) each of 50 versions 12x18 with 2 on of the same version.

\*3,610 pieces of 12x18 18pt. chipboard.

\*Proof.

Ok to skid pack.

## Instructions:

Collate cover sheet, 1 each of 50 versions of black & white sheets & chipboard.

Need 3,520 sets of 12x18 2-up sheets collated to make 7,040 single pads 8.25 x 8.25.

Return to Palmer to pad and trim to final size.

## Special instructions:

Email when ready to pick up.

# Estimate



DATE: 9/2/2025  
TO: Julio Garcia  
Palmer Printing Company  
FROM: Justine Carpenter  
QUOTE: Q79293

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*

- collate sheets
- Skid pack finished materials

Quantity: see below

In order to ensure making quantity, please provide 3% extra materials

You furnish:

- 1 sheet on 80# silk cover, 11-1/2 " x 17-1/2"
- 50 sheets on 40# offset, 11-1/2 " x 17-1/2"
- 1 backer on 18pt chipboard, 11-1/2 " x 17-1/2"

12x18 OK per Justine

- All materials are flat (ie no foldouts, perfs, reinforcing, tabs, etc)

Shipping:  
would apply.

FOB our Brooklyn Park dock (doors 31-36). We can provide transportation if requested. Shipping charges

Price:	2,500 books	\$0.79 per book
	3,000	\$0.77
	3,500	\$0.75
	4,000	\$0.74
	4,500	\$0.73

- Prices do not include skids for finished product.

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!*