

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
436314	11/10/25	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	3510	EA	BOOKS	BOOKS	.23

DELIVERY DATE 12/01/25

MODA #2297942 - QTY 3510 - DUE 12/1  
QUOTE #Q79928 - SEND 10 SAMPLES TO PALMER  
SEE ATTACHED FOR DETAILS  
PALMER TO INCLUDE +10% MATERIAL FOR SPOILAGE  
\*\*\*\*\*

PO TOTAL

807.30

# Purchase Order Request

Date of Request: 11/6/25

Contact Person: Steve Menk

Customer Name: Moda Fabrics

Customer #: 522500

Sales Order #: 2297942

Form ID #: 2521658

Job Description: "Piece" catalog - January 2026

Quantity: 3,500

Samples Requested: 10

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Eric emailed

Price: \$807.30

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

Palmer to supply:

1,755 (+ 10% spoilage) 20 x 26 press sheets of the covers 2-on, on 100# silk cover.

3,510 (+ 10% spoilage) each of (7) 16-pg and (1) 8-pg folded signatures.

Proof.

Boxes: 127 boxes 11.25 x 8.75 x 8 (3SM51007)

The Bindery will make labels.

Instructions: Perfect bind 3,500 books + 10 samples.

3,500 bulk carton in supplied cartons per list. Package the samples separately.  
(no shrink wrapping)

Size: 8.5 x 11, 120 pages/ 60 sheets + cover.

## Special instructions:

See additional sheet for labeling instructions.

The 10 samples ship to Palmer.

3,500 books ship direct to Moda Fabrics. Palmer to provide packing list & BOL.

# BOX LABELING INSTRUCTIONS...

Qty. 2,260 label with this information:

**Moda Mail**

Order # 2297942

Piece Catalog – Jan. 2026

Qty. \_\_\_\_

Qty. 1,040 label with this information:

**Distributors**

Order # 2297942

Piece Catalog – Jan. 2026

Qty. \_\_\_\_

Qty. 100 label with this information:

**Sales Team**

Order # 2297942

Piece Catalog – Jan. 2026

Qty. \_\_\_\_

Qty. 100 label with this information:

**Office**

Order # 2297942

Piece Catalog – Jan. 2026

Qty. \_\_\_\_

## Estimate



**DATE:** 11/7/2025  
**TO:** Cameron Stearns  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q79928

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:** *Piece Catalog*

- cut covers
- gather signatures
- perfect bind books (PUR perfect bind)
- 3-side trim to 8-1/2" x 11" (11" 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 100# silk cover  
84 sheets on 80# silk text

- Text is furnished as folded signatures (10-16pp, 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
- Sigs are furnished skid packed or in skid tubs
- 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:**

3,000 books	\$0.25 per book
3,500	\$0.23
4,000	\$0.22

- 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!**