

# Purchase Order



**POS** Professional Office Services, Inc.

P.O. Box 450  
WATERLOO, IA 50704

PO NUMBER	DATE	PAGE
436586	11/26/25	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	7500	EA	BOOKS	BOOKS	.88

DELIVERY DATE 12/18/25

GE DESIGNS #2311938 - QTY 7500 - DUE 12/18  
QUOTE #Q79665 - SEE ATTACHED FOR DETAILS  
PALMER TO SUPPLY +5% ADD'L MATERIAL FOR SPOIALGE  
SHIP DIRECT TO CLIENT

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PO TOTAL

6600.00

# Purchase Order Request

Date of Request: 11/19/25

Contact Person: Steve Menk

Customer Name: GE Designs

Customer #: 520729

Sales Order #: 2311938

Form ID #: 2523822

Job Description: "Echoes of Iceland" book

Quantity: 7,500

Samples Requested: 10

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q79665

Price: \$6,608.80

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

PALMER TO SUPPLY: 2,504 (+ 5% spoilage) press sheets of the covers with 3-out each of the front and back covers.

7,510 (+5 % spoilage) each of (4) 16-page folded sigs.

Proof.

210 boxes 11 x 11 x 10 #S-19098 (from Uline).

Labels supplied by The Bindery.

INSTRUCTIONS: The Bindery to cut covers to signature size / gather sigs and covers / 4-side trim to 8.5x11 / punch holes on 11" side for binding.

Bind with WHITE wire.

Shrink wrap in 12's. Bulk carton in supplied cartons.

Need 7,500 + 10 samples.

## Special instructions:

### Label Info.:

GE Designs

Order #2311938

"Echoes of Iceland" book GE520

Qty. \_\_\_\_

7,500 will ship direct to GE Designs in Chaska, MN. Palmer to supply BOL and Packing List. 10 samples ship to Palmer.

## Estimate



**DATE:** 10/1/2025  
**TO:** Sherri Pelzer  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q79665

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: *Echoes & Iceland*  
*Stripology*

- cut covers to signature size
- gather signatures and covers
- 4-side trim to 8-1/2" x 11" (11" spine)
- punch holes for binding
- bind with a standard color wire loop (Wire-O) binding on the 11" edge
- shrinkwrap finished books 12 per package
- bulk pack in cartons

Quantity: see below  
In order to ensure making quantity, please provide 5% extra materials

You furnish: 2 covers-2pp on 24pt c1s  
32 sheets on 80# silk text

- Text is furnished as folded signatures (4-16pp)
- Maximum head, foot and face trim is 1-9/16", minimum is 1/8"
- Folded sigs must have closed spine (no z-folds)
- Heavy paper (>5pt) must have grain parallel to the spine
- Covers furnished on press sheets for us to trim to the same size as the signatures
- All materials are flat (ie no foldouts, perfs, reinforcing, tabs, etc)

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

Price: 3,500 books \$1.03 per book  
5,000 \$0.92  
7,500 \$0.88

- Prices do not include cartons.
- If you wish to have slipsheets between finished books please furnish them and add \$0.07 per book to the above pricing.

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!*