

**MITTERA®**

PO Number 125098  
Page 1 of 1  
Order Date December 01, 2025  
Prepared By LTrewet  
FSC

## Purchase Order

To Vendor ID # 4056

The Bindery  
8309 Brooklyn Blvd.  
Brooklyn Park MN 55445  
USA  
Attention:  
Phone: 763.201.2800

**Ship to:**  
Mittera Iowa  
IA  
Attention:  
Phone:

**Bill to:**  
Mittera Group  
Accounts Payable  
5085 NE 17th St.  
Des Moines, Iowa 50313  
Phone: (515) 343-5359

\*For prompt payment, please submit all invoices to [accounts.payable@mitteragroup.com](mailto:accounts.payable@mitteragroup.com)  
\*For all accounts payable inquiries, please contact [apinquiry@mittera.com](mailto:apinquiry@mittera.com)

Terms: Net 30 Days

FOB: Destination

Ship Via:

**Supplier Item Number**

Quantity Ordered	Internal Item ID	Item Description	Unit Cost	U/M	Amount
5,500.00	UO/SPurchBindF	Outside Purchase	3,355.0000	Flat	3,355.00
0.00% Overs Allowed	Job: 105390	Bindery - Per Flat (Manual Price)	3,355.00	Each	3,355.00 USD

Expected: 12/1/2025

cut covers gather signatures  
perfect bind books (PUR layflat)  
3-side trim to 8-1/2" x 11" (11" bind edge)  
shrinkwrap finished books 5 per package  
bulk pack in cartons  
Quantity: 5,500 books all one version

PO Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_

PO Total: 3,355.00 USD

## Estimate



**DATE:** 12/1/2025  
**TO:** Jeff Ciarimboli  
Mittera Group  
**FROM:** Eric Feuerstein  
**QUOTE:** Q76335R1

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:** ***RYS Session 1***

- cut covers
- gather signatures
- perfect bind books (PUR layflat)
- 3-side trim to 8-1/2" x 11" (11" bind edge)
- shrinkwrap finished books 5 per package
- bulk pack in cartons

**Quantity:** 5,500 books all one version

**You furnish:** 1 cover-wraparound for perfect binder on 10pt C1S  
41 sheets on 60# offset

- Text is furnished as folded signatures (5-16pp, 1-2pp)
- Maximum head, foot and face trim is 1-9/16", minimum is 1/8"
- Folded sigs must have closed spine (no z-folds)
- To prevent additional charges, 2pp sigs should not fall at front or back of the book, and should be the same size as the rest of the sigs
- 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
- First and last page must be free of critical copy and UV or varnish coatings 7/16" + grind
- Inside front and back covers must be free of critical copy and UV or varnish coatings 7/16" + spine thickness + 7/16"
- 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:** \$0.61 per book  
• 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!***