

# Purchase Order Request

Date of Request: 1/27/26

Contact Person: Steve Menk

Customer Name: Moore, Carolina

Customer #: 523359

Sales Order #: 2346464

Form ID #: 2601663

Job Description: Paper Pieced Jewelry Pads

Quantity: 343

Samples Requested: 0

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q79293R5

Price: \$377.30

Date to Vendor:

Date Back From Vendor:

## Vendor instructions:

Palmer to supply:

\* Cover sheet: 343 sheets (+3% spoilage) 11x17 with 6 on.

\*Black & white sheets: 1715 sheets (+3% spoilage) each of 8 versions 11x17 with 6 on of the same version.

\*355 pieces of 11 x 17 18pt. chipboard.

\*Proof.

Ok to skid pack.

INSTRUCTIONS: Collate cover sheet, 5 each of 8 versions of black & white sheets (40 total sheets) & chipboard.

Need 343 collated sets of 11x17 6-up sheets to make 2,000 single pads 5 x 5. Return to Palmer to pad and trim to final size.

## Special instructions:

Collating order: Cover (top), then version #1 is the top 5 sheets, then 5 of sheet version #2, then 5 of sheet version #3, then 5 sheets of version #4, then 5 sheets of version #5, then 5 sheets of version #6, then 5 sheets of version #7, and 5 sheets of version #8 on the bottom and chipboard on the back.

Email when ready to pick up.

# Estimate



**DATE:** 9/22/2025  
**TO:** Julio Garcia  
Palmer Printing Company  
**FROM:** Justine Carpenter  
**QUOTE:** Q79293R5

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"  
40 sheets on 40# offset, 11-1/2 " x 17-1/2"  
1 backer on 18pt chipboard, 11-1/2 " x 17-1/2"  
• 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:**

167 books	\$2.34 per book
334	\$1.10
500	\$0.89
667	\$0.78
834	\$0.72

• 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!**