

# Purchase Order Request

Date of Request: 2/5/26

Contact Person: Kristi Carrigan

Customer Name: Granite Partners

Customer #: 520738

Sales Order #: 2351981

Form ID #: 2602334

Job Description: 2025 Annual Report - Member Version

Quantity: 1100

Samples Requested: 14

Vendor Name: The Bindery

Vendor #: 97785

Quote #: Q80735

Price: \$1.00 per book

Date to Vendor:

Date Back From Vendor: 4/10/26

Vendor instructions:

The Bindery:

cut covers

gather signatures

perfect bind books (PUR layflat)

3 side trim to 11" x 8.5" (8 1/2" bind edge)

bulk pack in cartons

Special instructions:

Palmer Printing - see attached sheet for details on this job

# Estimate



8201 Brooklyn Blvd  
Brooklyn Park, MN 55445  
Phone: 763.201.2800  
Receiving Dock Doors 31 - 36

DATE: 2/5/2026  
TO: Julio Garcia  
Palmer Printing Company  
FROM: Justine Carpenter  
QUOTE: Q80735

Thank you for the opportunity to provide you with the following Estimate. Estimate valid for 30 days unless otherwise indicated..

Project: *Annual Report - ~~Member~~ Member Edition (Stakeholder)*

- cut covers
- gather signatures
- perfect bind books (PUR layflat)
- 3-side trim to 11" x 8-1/2" (8-1/2" 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# gloss cover
  - 48 sheets on 80# gloss book/text
  - Text is furnished as folded signatures (6-16pp)
  - 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
  - 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: | 600 books | \$1.72 per book |
|        | 800       | \$1.32          |
|        | 1,000     | \$1.09          |
|        | 1,100     | \$1.00          |
|        | 1,200     | \$0.93          |

- 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<br>763-201-2732 | Scott Rooney<br>763-201-2704 | Jane Stire<br>763-201-2735 | Mike Cress<br>763-201-2725 | Justine Carpenter<br>763-201-2740 |
|---------------------------------|------------------------------|----------------------------|----------------------------|-----------------------------------|

Finish With Us!