

CIRCULAR LETTER NO. 717

January 5, 2008

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Rider Requisitions for the Portraits of the President and Vice President

The Government Printing Office (GPO) is now accepting rider orders for the official portraits of the President and the Vice President of the United States. Each portrait is available in the following sizes: 8 x 10 inches, 11 x 14 inches, and 20 x 24 inches. Please specify the size and quantity for each type of portrait desired on your requisition using the enclosed form.

Although rider rates for these products have not yet been determined, receipt of your requisition prior to production will allow your order to be printed during the initial press runs resulting in substantial cost savings, which will be passed along to you. Note that rider rates will apply to local delivery to a single destination. Mailing charges, if incurred, will be added to your account.

NOTE: The General Services Administration (GSA) will be submitting an order to provide for the placement of official presidential portraits in each GSA-maintained Federal Building. If you have questions about this order, please direct them to your Building Manager.

Requisitions should be forwarded to Agency Publishing Services, Requisition Section by **January 23, 2009**. Please be sure to indicate GPO Jacket No. 351-246 on your requisition. Field or regional activities should coordinate their requirements with their Washington, DC, area headquarters' printing officers before submitting any paperwork.

Requisitions should be submitted by one of the three following methods: addressed and mailed to Agency Publishing Services, Requisition Section, Mail Stop CSA, U.S. Government Printing Office, Washington, DC 20401; emailed to requisition@gpo.gov; or efaxed to (202) 478-1762. Your agency's authorized personnel as reflected in our agency signature file must sign all requisitions submitted.

If you have any questions about information contained in this Circular Letter please contact your GPO Agency Publishing Specialist or call our Requisition Section on (202) 512-0222 regarding rider collection.

Sincerely,

Dr. Ricardo Garcia
Managing Director, Print Procurement

Enclosure

Attachment to SF-1

Official Portraits of the President and Vice President
(January 2009 Rider Information Attachment)

Please fill out the following form to order various quantities of the sizes listed below and attach it to your agency's SF-1, Requisition for Printing and Binding. Only one requisition number is necessary per request if this form is used. One delivery address is recommended; additional addresses may be attached to this form.

Agency _____

REQ # _____ B.A.C _____

Credit Card # _____ Exp. Date _____

Title	Quantity 8 x 10"	Quantity 11 x 14"	Quantity 20 x 24"
President			
Vice-President			

Deliver To: _____

