



# United States Department of the Interior



## FISH AND WILDLIFE SERVICE

External Affairs  
Division of Marketing Communications  
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Falls Church, VA 22041

In Reply Refer to:  
FWS/EA/MarCom/BPP0216

February 10, 2016

**REVISED**

12:12 pm, Feb 12, 2016

### Memorandum

To: Regional Publication Coordinators and Contracting Officers

From: Mark Newcastle  
Chief, Branch of Printing and Publishing

Subject: REVISED - Assignment of Print Order Numbers for the 686S Letterhead and Stationary Envelopes Term Contract - Effective January 15, 2016

The Department has a new, mandatory, printing contract for stationary (letterhead and envelopes). The vendor is now The Print House. The previously assigned print order numbers are null and void. The new numbers assigned to each region are listed below. If you need additional numbers contact my office for additional numbers.

The Jacket Number for Fiscal Year 2016 will be 393-023, and the Requisition Number is 6-07109

#### Assignment of print order numbers:

Region 1:	61001-61100
Region 2:	61101-61200
Region 3:	61201-61300
Region 4:	61301-61400
Region 5:	61401-61500
Region 6:	61501-61600
Region 7:	61601-61700

Region 8: 61701-61800

Headquarters & NCTC: 61801-61900

If you have any questions about the contract, how to fill out the SF 2511, or need additional print order numbers please contact Vicky Neatrou at 703/258-2199 or myself at 703/358-2197.

Contractor: The Print House  
538 Johnson Avenue  
Brooklyn, NY 11237

Contact: Yaakov Laine  
Telephone: 718/628-6700  
Fax: 718/503-3868

Include the following information on the SF 2511 Print Order:

Jacket Number: 393-023  
Requisition Number: 6-07109  
Purchase Order: 97360  
Object Class: 2410  
State Code: 310  
Contractor's Code: 71022