

CIRCULAR LETTER NO. 980

January 24, 2017

TO: Printing and Publishing Officials of the Federal Government

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

The Government Publishing Office is now accepting rider orders for the official portraits of the President and Vice President of the United States. Each portrait is available in the following sizes: 8 x 10 inches, 11 x 14 inches, 20 x 24 inches, and 16 x 20 inches. Please specify the size and quantity of each type of portrait desired on your requisition using the enclosed form.

Although rider rates have not yet been determined, receipt of your requisition prior to production will allow your order to be printed during the initial press run resulting in a substantial cost savings which will be passed on to you. Note that rider rates will apply to a 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 aspect of placing your order, please direct them to your building manager.

Send requisitions to GPO by **February 13, 2017**. Please be sure to indicate GPO Jacket No. 241-882 for the 8 x 10 inch, 11 x 14 inch, and 20 x 24 inch size and GPO Jacket No. 241-883 for the 16 x 20 inch size on the SF-1 form. The preferred method of submitting requisitions is to e-mail them to requisitions@gpo.gov with the jacket number(s) in the subject line. If you cannot e-mail requisitions, they may be mailed to Agency Publishing Services, COMSTAT, Stop CSPA, U.S. Government Publishing Office, Washington, DC 20401. Field or regional activities should coordinate their requirements with their Washington, DC, area headquarters' printing officers before submitting any paperwork.

If you have any questions please contact your GPO Agency Publishing Specialist or call Agency Publishing Services on 202-512-0310.

Sincerely,

BRUCE SEGER
Managing Director, Customer Services
Enclosure



Attachment to SF-1

Official Portraits of the President and Vice President
January 2017 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 # _____ BAC _____

Credit Card? (Yes or No) Contact for Card Number _____

	Jacket 241-882 (use to order these three sizes)			Jacket 241-883
Title	Qty 8 x 10"	Qty 11 x 14"	Qty 20 x 24"	Qty 16 x 20"
President				
Vice President				

Deliver To: _____

