



## Instructions for Ordering the Official Portraits of the President and Vice President

For Agencies that already placed an order in response to Circular Letter 980, no action is need. This is for new and/or additional orders.

**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", 11" x 14", 20" x 24", and 16" x 20". 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. Please be sure to indicate GPO Jacket No. 241-882 for the 8" x 10", 11" x 14", and 20" x 24" size and GPO Jacket No. 241-883 for the 16" x 20" size on the SF-1 form. The preferred method of submitting requisitions is to e-mail them to [requisition@gpo.gov](mailto:requisition@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 CSPS, 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**.