

CIRCULAR LETTER NO. 770

May 21, 2010

In our continuing efforts to improve customer service, the U.S. Government Printing Office (GPO) has launched the following forms for use by all agency customers effective today.

Revised forms:

- Standard Form 1 (SF-1) Request for Printing and Binding
- GPO Form 2511, Print Order
- GPO Form 4044, Simplified Purchase Agreement Work Order

New forms for agency use:

- GPO Form 4045, Request to create a GPO Deposit Account
- GPO Form 4046, Request for a GPO Billing Address Code

The revised forms include updated industry language, necessary billing information, and proper notification of classified materials or Personally Identifiable Information (PII) that may require special handling by the GPO.

These new forms will assist agency customers with the proper procedures for creating GPO billing accounts and utilizing multiple funding sources.

The electronic fill-able PDF versions of each of these forms are available at www.gpo.gov/customers/sfas1.htm. Detailed instructions for proper completion of the forms are also provided. A data dictionary is available and can be requested for those agencies using electronic form processing systems by emailing newforms@gpo.gov.

If needed, GPO can provide training sessions to assist your agency with understanding requirements and correct completion of these forms. Classroom instruction through GPO seminars, online training and one-on-one consultations are available to all customers nationwide. To learn more, please contact your GPO National Account Manager (www.gpo.gov/customers/nams.htm), local GPO office (www.gpo.gov/customers/print.htm), or GPO On the Road (www.gpo.gov/customers/roadshows/) for up-to-date training across the nation.

If you have any questions or comments in this initiative, please visit www.gpo.gov/customers/sfas1.htm for regular updates or email newforms@gpo.gov.

Sincerely,

DR. RICARDO GARCIA
Managing Director
Print Procurement