

CIRCULAR LETTER NO. 1065

February 1, 2021

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". Specify the size(s) and quantities of each portrait desired on the order form on page 2 of this letter and attach it to your requisition.

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. Shipping and handling will be added to every order.

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 and the completed order form on page 2 of this letter to GPO by February 22, 2021. Please be sure to indicate the Jacket number associated with the sizes you are ordering:

GPO Jacket No. 253-789 for the 8" x 10", 11" x 14", and 20" x 24"

GPO Jacket No. 253-788 for the 16" x 20"

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.

LATE ORDERS: GPO will not accept late orders at the rider rate. After February 22, 2021, portraits must be ordered through the GPO Bookstore at: <https://orders.gpo.gov/POTUS46.aspx>. Any requisitions submitted after February 22, 2021 will be returned to the sender.

If you have any questions contact Rob Coates at rcoates@gpo.gov

Sincerely,

SANDRA MacAFEE
Managing Director, Customer Services
Enclosure

Attachment to SF-1

Official Portraits of the President and Vice President
2021 Rider Information

Fill out the following form to order various quantities of the sizes listed below and attach it to your agency's Requisition for Printing and Binding. One delivery address is recommended, however additional addresses may be attached using this form. To avoid delivery delays, use a separate form for each delivery location. Only one requisition number is required when multiple forms are used.

Agency			
Requisition #		BAC	
Credit Card? (Yes or No)		Do Not Enter Credit Card Information	
Contact for credit card number			
Jacket 253-789 (use to order these three sizes)			
	President	Vice President	
8" x 10"			
11" x 14"			
20" x 24"			
Jacket 253-788			
	President	Vice President	
16" x 20"			
Deliver to:			
Attention:			
Office:			
Address 1:			
Address 2:			
City:			
State:			
Postal Code:			
Country Code:			
Email address:			
Phone Number:			
Comments:			