

**Circular Letter No. 1149****February 5, 2025****To:**  
Printing and Publishing Officials of the  
Federal Government**Subject:**  
GPO Rider Requisitions for the  
Official 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. (Portraits will be delivered once production has been complete, GPO does not have a specific date yet.)

**Requisitioning** - The preferred method of submitting requisitions (SF1's) is to e-mail them to **requisitions@gpo.gov** with the Jacket number(s) in the subject line. If you cannot e-mail requisitions, you can also fax them to (202) 478-1762. Field or regional managers should coordinate their requirements with their Washington, DC, area headquarters' printing officers before submitting any paperwork.

Send requisitions and the completed order form on page 3 of this letter (or Excel file for multiple delivery locations) to GPO by no later than **February 19, 2025**. Please be sure to indicate the Jacket Number associated with the sizes you are ordering:

GPO Jacket No. **265-817** for the 8" x 10", 11" x 14", and 20" x 24"

GPO Jacket No. **265-818** for the 16" x 20"

**Multiple and P.O. Box Delivery Locations** - For customers who have multiple separate delivery locations, please provide the full street address – include the suite / room number, Attn: POC, and phone number at the delivery location (along with email address to send the tracking # for the shipment) for each location with corresponding requested quantities. For P.O. Box delivery addresses, those must be sent via USPS, and those destinations will not have a tracking number.

*Request that each order which has multiple delivery destinations, be provided to GPO as an .xls, .xlsx, or .csv file with the following columns and a row for each destination.*

- Physical delivery address1
- Physical delivery address2 (please include suite / room number)
- Physical delivery city
- Physical delivery state
- Physical delivery zip
- Contact name at that location
- Contact email at that location
- Contact phone at that location
- POTUS and/or V-POTUS Sizes and Quantities

**GSA Buildings** - 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.

**Pricing** - Rider rates for the various sizes are listed below. By submitting your agency rider SF1 prior to production, it will allow your order to be printed during the initial press run resulting in a substantial cost savings that will be passed on to you. Shipping and handling is added to each order.

	POTUS 8 X 10"	POTUS 11 X 14"	POTUS 16 X 20"	POTUS 20 X 24"	V-POTUS 8 X 10"	V-POTUS 11 X 14"	V-POTUS 16 X 20"	V-POTUS 20 X 24"
Per Copy	\$0.30	\$0.42	\$0.70	\$0.86	\$0.30	\$0.42	\$0.70	\$0.86
Shipping & Handling	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60
<b>All inclusive per copy *</b>	<b>\$0.90 ea</b>	<b>\$1.02 ea</b>	<b>\$1.30 ea</b>	<b>\$1.46 ea</b>	<b>\$0.90 ea</b>	<b>\$1.02 ea</b>	<b>\$1.30 ea</b>	<b>\$1.46 ea</b>
	* The \$0.60 S&H rate is per copy ordered, with a minimum shipping and handling cost of \$10.00 per destination (sent traceable means – UPS Ground “no P.O. Boxes please”).							

**Questions** - If you have any questions, contact GPO's Requisition Section via email at [requisitions@gpo.gov](mailto:requisitions@gpo.gov).

Sincerely,



**TED PRIEBE**

Managing Director, Government Publishing & Print Procurement



Official Portraits of the President and Vice President  
Circular Letter 1149  
2025 Rider Information

Fill out the following form to order various quantities of the sizes listed below and attach it to your agency's Requisition (SF1) for Printing and Binding. One delivery address is recommended, however orders that have multiple delivery locations, please provide them within an Excel spreadsheet with your emailed rider SF1 submission. To avoid delivery delays, use a separate form for each delivery location.

Agency			
Requisition #			BAC
Credit Card? ( Yes or No)			Do Not Enter Credit Card Information
Contact Name and Phone No. for credit card number			
Jacket <b>265-817</b> (use to order these three sizes)			
	President	Vice President	
8" x 10"			
11" x 14"			
20" x 24"			
Jacket <b>265-818</b> (use to order the 16" x 20" sizes)			
	President	Vice President	
16" x 20"			
Note: Please provide the full street address -- include the suite / room number, Attn: POC and phone number at the delivery location (along with email address to send the tracking number for the shipment) for each location with corresponding requested quantities.			
Deliver to:			
Attention:			
Office:			
Address 1:			
Address 2:			
City:			
State:			
Postal Code:			
Country Code:			
Email address (UPS) tracking information will be sent to this email:			
Phone number at delivery location POC:			
Comments:			