

U.S. Government Printing Office

CIRCULAR LETTER NO. 568

October 1, 2004

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Address Change for Submitting Blank Paper Requisitions

This Circular Letter is to notify you that as of October 4, 2004, there will be a new procedure for placing orders for **blank stock** ordered through the Government Printing Office's (GPO) Washington, DC, Central Office. In the past, your requisitions for blank stock have either been sent to the GPO Requisition Section or to one of the Teams. Please note that your blank stock requisitions should now be sent directly to GPO's Paper and Materials Control Section. The address is:

PRODUCTION PLANNING & CONTROL DIVISION
PAPER & MATERIALS CONTROL SECTION ROOM C-701
MAIL STOP POL
US GOVERNMENT PRINTING OFFICE
732 N CAPITOL ST NW
WASHINGTON DC 20401

Instead of mailing your order, you may fax your blank stock requisitions to 202-512-1569. If you fax a copy of your requisition, please do not send the original as this could result in a double order. For telephone inquires about your order, please call 202-512-1574.

If you have any questions about the information contained in this Circular Letter, please contact your GPO Agency Publishing Specialist or call Agency Publishing Services on 202-512-0230 or 202-512-0238.

Sincerely,

JIM BRADLEY
Managing Director, Customer Services