United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

In Reply
Refer To:
PA/MS-P

April 20, 1998

Memorandum

To: Contracting Officers and Publication Coordinators

From: Mark Newcastle
Acting Chief, Printing and Publications

Subject: Change in Policy, Production and Purchase of Business Cards

Until recently, it has been Government-wide policy that business cards should be produced or purchased at the expense of the individual and not with appropriated funds or using equipment and supplies purchased by the Government. On August 11, 1997, the Department of Justice issued an opinion that use of government equipment, supplies and or the use of general appropriated funds could be used for production of business cards to be used as tools for marketing and outreach to enhance the mission of the agency.

As of April 13, 1998 the Department of the Interior, Office of the Secretary, issued a memo concurring with this opinion. The Department has delegated the authority to the Director level. As the Director's designate for printing and publishing I concur and will add this policy to the Service's Administrative Manual. The following will be interim guidance and procedures until the manual can be updated.

All business cards produced or procured (only Service employees who provide or are involved in outreach activities may have cards) will meet the Service's Graphic Standards. Employees wanting business cards must have authorization from their supervisor. Publication coordinators and contracting officers are requested to coordinate their efforts to assure that the products produced will meet the Graphic Standards. Each regional publication coordinator will have templates for small quantities to be produced via desktop computer. Larger quantities must be procured through the sole source General Services Administration (GSA) vendor contract with SKILCRAFT, Seattle Lighthouse for the Blind. SKILCRAFT has been given an approved template to meet the Graphic Standards. No procurement may be made outside of this source (e.g. Kinkos, Sir Speedy, staples and other similar vendors). SKILCRAFT has provided an order form which includes the layout of the cards to be produced along with a price list.

Reminder: Business cards produced as described above are for business use only.

If you have any questions, contact me at 202/208-4111.

Attachment

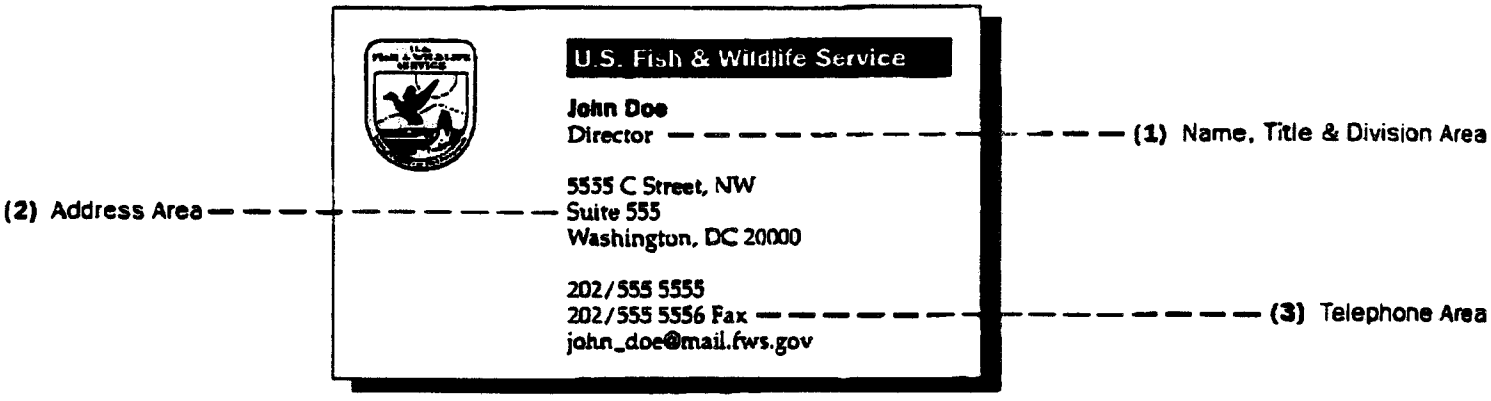
SKILCRAFT® Name: _____ Page ____ of ____

U.S. Fish & Wildlife Service Business Card Order Form - Part 2

Instructions: Fill out Part 1 and Part 2 of the Order Form. Type or print ***clearly.***
Fax both sides to: (206) 322-4419 or
Mail to: Skilcraft, P.O. Box 14959, Seattle, WA 98114-0959

For Customer Assistance: Call **(800) 799-0402**

Text for Card: Type or print information *exactly* as it is to appear on card. Use upper and lower case letters. Use abbreviation *only* if you wish them to be used on your actual card (Note: the state in address block will always be abbreviated). Attach separate sheet if necessary to display all information clearly. If any line is not needed, leave it blank on the form below. Cards are made as shown in example below using recycled paper (50% recycled/20% postconsumer, ECF) and soy-based ink in two colors (black or blue).



(1) Name	
(1) Title or Other Designation	
(1) Division, Branch, Office, etc.	
(2) Address	(3) Telephone
(2) Address	(3) Fax
(2) Address	(3) Other telephone (Pager, DSN, etc. *INDICATE WHAT KIND*)
(2) City, State & Zip	(3) E-mail, URL Address, etc.
Optional: Information to Appear on Back of Card (Text only. Type style will match front of card, attach separate sheet if necessary)	
PROOF REQUIRED? ☐ ***YES*** ☐ ***NO***	

USFISH ORDER FORM, PT. 2 (4/98)

U.S. Fish & Wildlife Service Business Card Order Form - Part 1

SKILCRAFT®

Please type or print very clearly in black ink. COPY this form for future orders! Page _____ of _____

1. Customer & Shipping Information ***(TELL US WHERE TO SHIP YOUR ORDER)***

Name of Person Placing Order	Date
Telephone No.	Fax No.

Lighthouse for the Blind, Inc.
SKILCRAFT® Business Products Division
P.O. Box 14959
Seattle, WA 98114-0959
206-329-6720
800-799-0402
Fax: (206) 322-4419

This column for ***SKILCRAFT®*** use

Name of Agency, Company, Division, Branch, and/or Office		
Delivery Address (P.O. Box or Street Address)		
Additional Delivery Information (Fedstrip, Address Code, Mail Stop, or other)		
City	State	Zip

2. Payment Method

☐ Credit Card ☐ Payment Enclosed ☐ Bill Me ☐ PO Required*
*Pre-approved only.

Credit Card No., Money Order No., or Check No.	Exp. Date of Credit Card
Name of Cardholder (If different from person placing order)	

Billing Address ***(WHERE DO WE SEND THE BILL?)***

ORDER SUMMARY - ***Prices include regular delivery & handling***

Type of Card	Ink Color		Catalog No.	No. of Boxes	Price per Box	Total
Offset Print - 1 Side	Black	Blue				
250			BC0102		@ $16.50 ea.	
500			BC0105		@ $19.00 ea.	
1000			BC0110		@ $22.50 ea.	
Offset Print - 2 Sides	Black	Blue	Catalog No.	No. of Boxes	Price per Box	
250			BC0202		@ $21.50 ea.	
500			BC0205		@ $25.50 ea.	
1000			BC0210		@ $29.50 ea.	
W/Foil Logo - 1 Side	Black	Blue	Catalog No.	No. of Boxes	Price per Box	
250			BC0302		@ $40.00 ea.	
500			BC0305		@ $50.00 ea.	
1000			BC0310		@ $65.00 ea.	
W/Foil Logo - 2 sides	Black	Blue	Catalog No.	No. of Boxes	Price per Box	
250			BC0402		@ $50.00 ea.	
500			BC0405		@ $60.00 ea.	
1000			BC0410		@ $75.00 ea.	
Total Number of Orders →						
Expedite shipment available. Please call for rates. →						
TOTAL ORDER →						