

In Reply Refer to:  
FWS/PA/MS-P

November 20, 2008  
*Revised May 5, 2009*

Memorandum

To: Regional Publication Coordinators and Contracting Officers

From: Chief, Branch of Printing and Publishing

Subject: Contract Information and Assignment of Print Order Numbers for the 686S Letterhead and Stationary Envelopes Term Contract - Effective October 1, 2008

The Department has exercised the option extend the mandatory printing contract for stationary (letterhead and envelopes) for another year. The vendor remains HAS Printing and Graphics, you will continue to use the Print Order Numbers (listed below) that were assigned to you in Fiscal Year 2004. If you run out of numbers contact my office for additional numbers.

The only changes are the Jacket Number which for Fiscal Year 2009 will be 349-108, and the Requisition Number which will be 9-07109. Use of the Take Pride in America log continues.

Assignment of print order numbers per region (Note: Continue the number sequence where you left off!)

Region 1:	26001-26100
Region 2:	26101-26200
Region 3:	26201-26300
Region 4:	26301-26400
Region 5:	26401-26500
Region 6:	26501-26600
Region 7:	26601-26700
<b>Region 4: additional numbers assigned</b>	<b>26701-26750</b>

Region 9: Headquarters & NCTC:

26751-27000

If you have any questions about the contract, how to fill out the SF 2511, or need additional Print Order Numbers please contact Pete Maccini at 703/258-2196.

Contractor: HAS Printing & Graphics  
26 Park Square  
Franklinville, NY 14737

Contact: Nancy L. Smith  
Telephone: 716/676-3335  
Fax: 716/676-2597

Include the following information on the SF 2511 Print Order

Print Order Number: as assigned, page 1 of this memo  
Jacket Number: 349-108  
Requisition Number: 9-07109  
Purchase Order: 93728  
Object Class: 2410  
State Code: 310  
Contractor's Code: 40888