

**CIRCULAR LETTER NO. 921**  
**(Supersedes Circular Letter No. 451 dated September 8, 1999)**

September 18, 2014

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Government Printing Office (GPO) Surcharges Applied to Commercially Procured Work

The existing GPO surcharges have been in place since 1999. During this 15-year period, these surcharges -- which are designed to recover GPO's costs in placing and administering printing and information product contracts on behalf of Federal agencies -- have not kept pace with a cumulative inflation increase of 43%. At the same time, the overall volume of printing and binding orders placed through GPO has declined 58%. As a result, GPO is under-recovering its costs.

GPO is continuing its efforts to obtain better values for printing in the marketplace through its highly competitive bidding process and use of contractors with a history of demonstrated performance. GPO is also working to provide new and enhanced services to meet the changing requirements of our Federal customers. In supporting these efforts, GPO must be able to recover its administrative costs. It is therefore necessary to modify the September 8, 1999 administrative charge applied to commercially procured work. GPO's goal is to do so in a manner with minimal impact on agency budgets.

Effective January 1, 2015, the charges applied will be as follows:

- 8% surcharge on work classified as printing and binding to a limit of \$28,000 per jacket, purchase order, or print order, plus 1.0% thereafter;
- A flat processing charge of \$7.50 for all orders remains unchanged.

Administrative charges for expedited handling of rush work will be applied at double these rates (i.e. 16% surcharge and \$15.00 processing fee). These new rates will take effect for orders *received by GPO* after December 31, 2014.

Rates will be reviewed periodically to assure that cost recovery is maintained as close to the break-even point as possible. Any inquiries concerning this letter should be directed to your GPO National Account Manager or local Regional Manager.

Sincerely,

BRUCE SEGER  
Managing Director, Customer Services

U.S. GOVERNMENT PRINTING OFFICE | KEEPING AMERICA INFORMED  
732 North Capitol Street, NW, Washington, DC 20401-0001 | [www.gpo.gov](http://www.gpo.gov) | [www.fdsys.gov](http://www.fdsys.gov)

Follow GPO on **Facebook** <http://www.facebook.com/USGPO> **Twitter** <http://twitter.com/USGPO>  
**Pinterest** <http://pinterest.com/usgpo/> and on **YouTube** <http://www.youtube.com/user/gpoprinter>.