



PHOTO INSCRIPTION

STAFF REQUEST FORM

To: Administrative Assistant/Photos, Room 94, Ext. 67610

From _____ Room _____ Ext. _____ Date _____

Check One:

☐ Photo Attached or choose from: ☐ The President ☐ First Lady ☐ First Couple

Is a lithograph (*less expensive photo*) suitable for this request? ☐ YES ☐ NO

☐ Return to originating office

☐ Mail (*you must attach typed mailing label*)

To be signed by: ☐ President ☐ First Lady

☐ Both (*first couple only*)

For records purposes, please provide the name and address of who this photo is to be inscribed to:

Name _____

Organization _____

Address _____

City/State/Zip _____

Inscribe to (PLEASE TYPE) _____

Message: ☐ Best Wishes ☐ With Appreciation ☐ Congratulations ☐ Happy Birthday ☐ Happy Anniversary



PHOTO INSCRIPTION

STAFF REQUEST FORM

To: Administrative Assistant/Photos, Room 94, Ext. 67610

From _____ Room _____ Ext. _____ Date _____

Check One:

☐ Photo Attached or choose from: ☐ The President ☐ First Lady ☐ First Couple

Is a lithograph (*less expensive photo*) suitable for this request? ☐ YES ☐ NO

☐ Return to originating office

☐ Mail (*you must attach typed mailing label*)

To be signed by: ☐ President ☐ First Lady

☐ Both (*first couple only*)

For records purposes, please provide the name and address of who this photo is to be inscribed to:

Name _____

Organization _____

Address _____

City/State/Zip _____

Inscribe to (PLEASE TYPE) _____

Message: ☐ Best Wishes ☐ With Appreciation ☐ Congratulations ☐ Happy Birthday ☐ Happy Anniversary