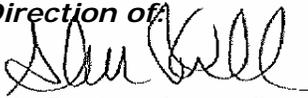


# Administrative Circular

Commonwealth of Pennsylvania  
Governor's Office

11-02  
Number

|   |  |
|---|--|
| <b>Subject:</b><br>Photographs of the Governor and Lieutenant Governor<br>in Commonwealth Office Buildings  | <b>Date:</b><br>February 11, 2011            |
| <b>By Direction of:</b><br><br>Sheri L. Phillips, Acting Secretary of General Services | <b>Expiration Date:</b><br>February 11, 2012 |
| <b>Contact Agency:</b><br>Department of General Services, Bureau of Commonwealth Media Services,<br>Telephone 717.783.0300  |  |

**Agency Heads are requested to update the photographs of the Governor and Lieutenant Governor in all commonwealth office buildings as soon as possible.**

Agencies have the option of ordering photographs of the Governor and Lieutenant Governor and inserting them into existing frames, or delivering their frames to 333 Market Street, 2<sup>nd</sup> Floor to have the photographs framed by Commonwealth Media Services (CMS). There is a \$25.00 fee if CMS frames the photographs. CMS will also construct new frames, if requested. Prices will vary according to size and other requested features. Agencies are responsible for picking up frames and finished framed photographs as well as hanging the framed portraits. If agencies need assistance hanging framed portraits, they can contact their building manager or landlord.

Prices for the photographs are as follows:

8X10 \$ 6.45  
11X14 \$16.00  
16X20 \$30.00  
20X24 \$45.00

CMS will bill the agencies for the products and services ordered. To order frames and/or photographs and to make arrangements to drop off existing frames, please e-mail the number and size to Terry Way at [tway@state.pa.us](mailto:tway@state.pa.us).