

Washington, D C.  
October 1, 1917.

MEMORANDA.

1.  
Arrange for the design and inscription to appear on the War Savings Certificate large stamps. Four different seasonal stamps in four colors.
- 2  
Arrange for the design and inscription to appear upon the War Savings Certificate small stamps, only one denomination, of 25¢.
3.  
Arrange for the design and description of the series of 1918 certificate with spaces for 20 of the large adhesive stamps, described in (1).
4.  
Arrange for the design and inscription to appear on a small savings card, capable of taking 16 of the savings stamps of the 25¢ denomination described in (2).
5.  
Arrange for the design and inscription to appear on an envelope which will take either the small savings card (for the 25¢ stamps) or the regular War Savings Certificate described in (1). This envelope should be of neat design, but should carry upon its face or on the back the simple and essential rules to be followed by every individual investor in the savings fund.
6.  
Arrange to print enough of 1, 2, 3, 4, and 5 before December first, 1917, to have 20 million separate pieces of each distributed in different post offices all over the United States approximately in proportion to population. The monthly quantity required thereafter will probably not exceed one half the above quantity.