



Tessa

10 DOWNING STREET

From the Private Secretary

15 May 1984

Economic Summit : Menus

Further to my letter of yesterday, I now enclose the three sketches made by Sir Hugh Casson of No.10 during last weekend.

As you know, the Prime Minister has selected the sketch of Downing Street with the policeman outside the door of No.10 for use on the menu card for her dinner at No.10 for Summit participants.

She does, however, wish to reduce the cost to the Summit budget of this so far as possible. She therefore proposes to use the same design for her official Christmas card this year.

I should therefore be grateful if you could, when approaching the printers whom you are using for the Summit, put the following points to them and let me know their replies.

The Prime Minister would need about 2,500 Christmas cards. In addition, she would like a further 200 cards which could be used for ordinary greetings purposes and which therefore would bear no reference to Christmas. She believes that the card would be most effective without any border. Bearing in mind the requirement for envelopes, it might be desirable to trim the enclosed card slightly so that standard envelopes can be used (but clearly the requirements for the menu will also be relevant here).

Taking all these points into account:

- (a) By how much could the printers reduce the cost to the Summit budget of the menu card?
- (b) What would the price of the Christmas card plus envelope be?

DCAAAX

/ I am

I am sorry to present you with this additional problem which does not relate to your Summit responsibilities. But since we have little option but to use the same printer, I should be most grateful if you could take on this task.

A. J. COLES

N.J. Barrington, Esq.,
Foreign and Commonwealth Office.

DCAAAX

Prime Minister

CHRISTMAS CARDS

You will remember that you agreed to have the Hugh Casson drawing which was used for the Economic Summit Dinner menu cards, as this year's Christmas card.

I have spoken to Mr Wheal from Hallmark Cards, who did last year's card, and who would be very happy to do an estimate and mock-up for you. I will, of course, also talk to Harrison Greenways who did the menu cards. However, their estimate is, on the face of it, twice the amount we paid last year, (and that includes the cost of making up the print block).

I understand that you have the original drawing and I wondered if you might let me have it so that I can let Mr Wheal look at it?

I have got the
original drawing -

Tessa
4.9.84

mt

Prime Minister

CHRISTMAS CARDS

With regard to your signing Christmas cards this year, I have had a look at the diary with Caroline and your weekends are fairly booked up.

Would it be a help if I were to put in say, a dozen each night, for your Box so that you can make a start on them?

I understand that you will be doing your constituency ones this weekend, but there will also be Kay's batch to do.

No - I need to do
them all next weekend.

Tessa
8.11.84

We go to the press on
Friday. not