

Welcome to the GPOExpressSM program

This guide provides you with GPOExpress online ordering instructions, a pricing guide of the most commonly used items in the program and frequently asked questions.

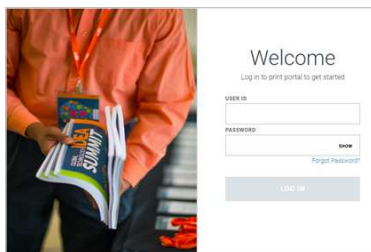
How to place an order

It's easy to get started. You can place a GPOExpress order in person, by phone, or online through our Print On Demand website. You can schedule an order pickup and free local deliveries.

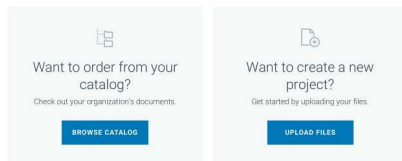
1. Go to www.gpo.gov/gpoexpress and select **PLACE AN ORDER.**



2. Log in. Your User ID is your email address. The default password is "Gpoexpress1!" Please note: The password is case-sensitive. If you require additional help, call **1.866.815.4428**.

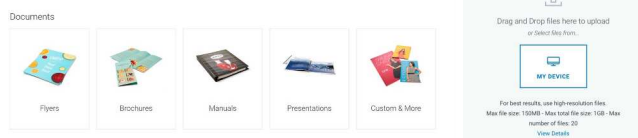


3. Choose to order from your **catalog** or create a new **project**.

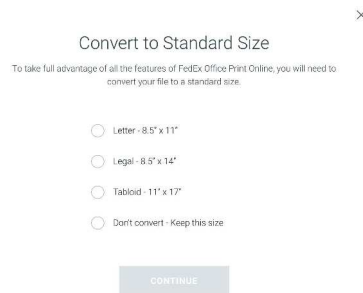


4. Choose a print product that best represents your desired finished product or select "Custom and More" to create your own. Next, upload your file(s).

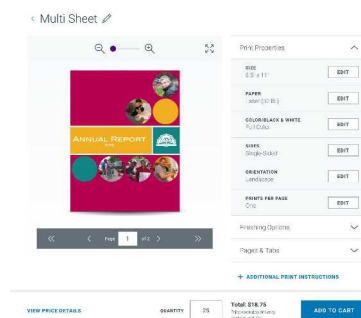
Print Products



5. If your document has a custom page size, you may convert it to a standard page size or use the file as-is.

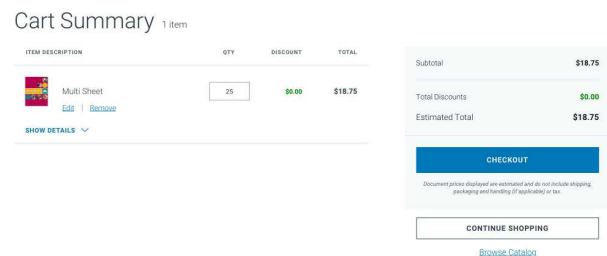


6. Configure your document by selecting print and finishing options from the menus at right. **Document Preview** and **Estimated Price** will dynamically update to reflect your selections.

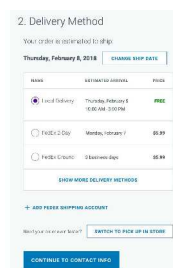


7. Click **Add to Cart** once you have finished setting up your document.

8. Adjust document quantities as needed (defaults to 1).



9. Click an option in the **Delivery Method** list to specify whether you would like to pick up your order or have it delivered.



GPOExpress pricing

Your GPOExpress card gives you access to deeply discounted printing rates. See some of the most frequently ordered items in the chart below. For a full list of prices, go to www.gpo.gov/gpo_express_pricelist.pdf.

| Please contact your nearest FedEx Office for the most accurate quote. | | | | |
|---|---------------|--------------|--------------|--------------|
| Copies | Black & White | | Color | |
| | Single-sided | Double-sided | Single-sided | Double-sided |
| Standard White, 20lb | \$0.02 | \$0.040 | N/A | N/A |
| 30% Recycled, White, 20lb | \$0.02 | \$0.040 | \$0.20 | \$0.40 |
| 100% Recycled, White, 20lb | \$0.02 | \$0.040 | \$0.20 | \$0.40 |
| White Laser, 24lb | \$0.045 | \$0.069 | \$0.20 | \$0.40 |
| Pastel and Astrobright, Recycled Content Varies | \$0.045 | \$0.069 | \$0.20 | \$0.40 |

| Finishing | |
|--|--------------|
| | Under 1 inch |
| Tape, Comb, Strip Manual Bind, with Cardstock Covers | \$1.20 |
| Tape, Comb, Strip Manual Bind, with Clear Front/Vinyl Back | \$1.50 |
| Coil Manual Bind With Cardstock Covers | \$1.50 |
| Coil Manual Bind With Clear Front/Vinyl Back | \$1.80 |
| Additional Services | |
| Roll Laminating per sq. ft. | \$0.75 |
| Tabs, 5 Bank, 90lb | \$0.15 |

| Signs and Banners | |
|--|--------------|
| | Single-sided |
| Black & White 24" x 36" on White Bond | \$2.25 |
| Black & White 36" x 48" on White Bond | \$4.50 |
| Black & White Oversized Bond (per sq. ft.) | \$0.37 |
| Color on Heavy Coated Stock (per sq. ft.) | \$5.43 |
| Basic Foam Core Mounting (per sq. ft.) | \$3.71 |

Prices effective as of May 2, 2016



Frequently asked questions

Questions about a particular order or want to ask about turnaround time?

Contact your local FedEx Office location or the FedEx Office GPOExpress Account Representative Team at **1.866.815.4428**.

Questions regarding billing to your GPOExpress account or changing your GPOExpress Card limit?

Contact your GPOExpress Program Manager at gpoexpress@gpo.gov or your GPO National Account Manager at nam@gpo.gov.

Who can I call to walk me through my first order?

Our Account Representatives can walk you through the online ordering process. You can call the toll-free number Monday through Friday from 8am–4pm Central Standard Time at **1.866.815.4428**.

Where is my nearest FedEx Office location? Do I have to use that particular store?

Find your nearest store at www.local.fedex.com. You can order printing at any FedEx Office store in the U.S.

Is my new GPOExpress card active?

Yes. Your GPOExpress card is active when you receive it. You can immediately use it to place orders directly with FedEx Office. Please note: The card must be renewed each year by Sept. 30. You will receive renewal information from the GPOExpress Program Manager in August of each year.

How do I pay for GPOExpress purchases?

Use your GPOExpress account to pay for FedEx Office purchases.

The only way to receive the GPOExpress pricing is to use the GPOExpress card. Use of any other method of payment —

such as a government purchase credit card — will result in an unauthorized purchase and loss of the transaction discount.

Where is my password for online ordering? How do I reset?

"Gpoexpress1!" is the default password. To get assistance with a reset, please call **1.866.815.4428**.

What is my spending limit?

Your per-transaction spending limit is listed on your card using an alphabetical character code.

Visit www.gpo.gov/docs/default-source/gpoexpress-pdf-files/gpo-spending-limits.pdf if you wish to know the corresponding dollar amount of the letter on your card.

What happens if I need to exceed my card limit?

Obtain written approval on a per-job basis from the authorized official who signed your GPOExpress application form. Provide a copy of the written permission to FedEx Office at the time of the purchase.

What options should I consider when choosing a paper stock?

Consider options for color, weight, texture and sustainability as well as cost. FedEx Office offers a variety of paper choices to meet your needs. Please specify your choice when placing your order and indicate any special preferences, such as recycled content or environmental certification. If no preference is designated at the time of order, you will receive the standard white paper stock.