

**FAQs**  
**GPOExpress Supporting Return to Work with Signage**

**1. How would I go about placing an order for signage using the GPOExpress Program?**

- A. First, please check to see if you or someone in your agency is already a GPOExpress cardholder. If you need assistance, call 202.365.9033 or email [gpoexpress@gpo.gov](mailto:gpoexpress@gpo.gov)
- If you do not have a GPOExpress card, please go to <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/gpoexpress> and click on Enrollment Form.

**2. I have a GPOExpress Card, how would I go about placing an order for signage using the GPOExpress Program?**

- A. To order signs and banner products using GPOExpress, please talk directly to the producing FedEx Office store. For store hours and service availability at the location near you, please visit <https://local.fedex.com/en-us/>
- Additional support is available from the FedEx Office Government Team at 1.866.815.4428.

**3. Is FedEx Office open for business for full service and in person signage orders?**

- A. Yes. FedEx Office stores are generally open for full service orders and are practicing CDC guidelines for social distancing. For store hours and service availability at locations near you, please visit <https://local.fedex.com/en-us/>.

**4. What are FedEx Offices' capabilities for signs and banners?**

- A. FedEx Office is one of the largest providers of signs and banners in the country. We produce signs, banners and graphics at over 2000 company-owned and operated locations nationwide.

**5. Are Signs, Banners, Posters and Graphics products available on the GPOExpress Contract?**

- A. Yes. Signs, Banners, Posters and Graphics products are available on the GPOExpress Contract. As with all GPOExpress purchases, we recommend you obtain a quote from your local FedEx Office.

**6. Can I purchase Custom Document Creation Services from FedEx Office on the GPOExpress Contract?**

- A. Yes. Custom Document Creation Services are available on the GPOExpress Contract. As with all GPOExpress purchases, we recommend you request a quote from your local FedEx Office.

**7. If I want to order a poster using a CDC template and add my agency logo, how do I do that?**

- A. We can help with this. There would be a fee for Custom Document Creation Services. Please request a quote from your local FedEx Office. You can find the free templates at this link - <https://www.cdc.gov/flu/resource-center/freeresources/print/index.htm>

**8. What is your turnaround time for signs?**

- A. Turnaround depends on the complexity and the quantity. In many cases, projects can be produced in 24-72 hours.