

Welcome to the GPOExpressSM Program.

This guide provides you with GPOExpress 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 send-and-print website. You can also request a pickup of your order.

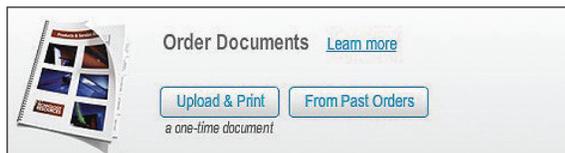
1. Go to www.gpo.gov/gpoexpress and click on **PLACE AN ORDER**.



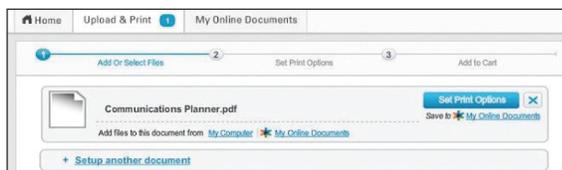
2. Log in. Your user name is your email address. The default password is "gpoexpress!" Please note: The password is case-sensitive. You'll be prompted to change your password the first time you log in. If you require additional help, call **1.866.815.4428**.



3. Review and choose your options for ordering.



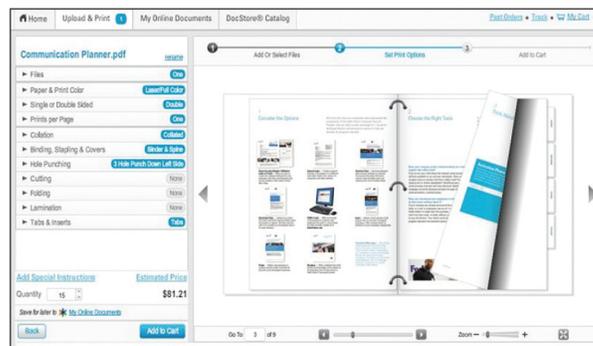
4. Upload your file.



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

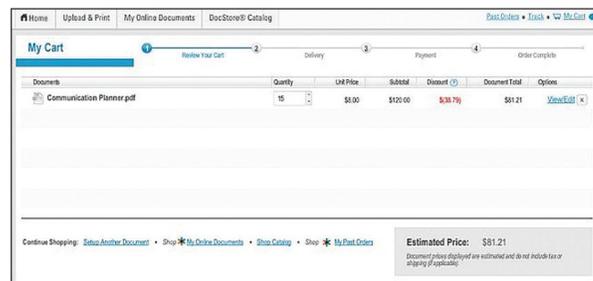


6. Configure your document by selecting print and finishing options from the menus at right. **Document Preview** and **Estimated Price** will dynamically update to reflect your selections.



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 get local delivery via FedEx Office courier.

10. Use the search feature to find the FedEx Office production location closest to the recipient's address.

Preferred Centers	Search	List	Map									
<table border="1"> <thead> <tr> <th>Location</th> <th>Contact</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Network Fulfillment Center 2201 W Plano Pkwy Plano, TX 75075 MAP IT </td> <td> <ul style="list-style-type: none"> (866) 295-6778 usa5223@fedex.com </td> <td> <ul style="list-style-type: none"> Sun. 7:00 AM - 5:00 PM Mon. 7:00 AM - 11:00 PM Tue. 7:00 AM - 5:00 PM Wed. 7:00 AM - 5:00 PM Thur. 7:00 AM - 5:00 PM Fri. Closed Sat. Closed </td> </tr> <tr> <td> <ul style="list-style-type: none"> San Francisco CA Van Ness 1 Davis Square San Francisco, CA 94109 MAP IT </td> <td> <ul style="list-style-type: none"> (415) 292-2500 usa0269@fedex.com </td> <td> <ul style="list-style-type: none"> Sun. 9:00 AM - 9:00 PM Mon. 7:00 AM - 11:00 PM Tue. 7:00 AM - 11:00 PM Wed. 7:00 AM - 11:00 PM Thur. 7:00 AM - 11:00 PM Fri. 7:00 AM - 11:00 PM Sat. 9:00 AM - 9:00 PM </td> </tr> </tbody> </table>	Location	Contact	Hours	<ul style="list-style-type: none"> Network Fulfillment Center 2201 W Plano Pkwy Plano, TX 75075 MAP IT 	<ul style="list-style-type: none"> (866) 295-6778 usa5223@fedex.com 	<ul style="list-style-type: none"> Sun. 7:00 AM - 5:00 PM Mon. 7:00 AM - 11:00 PM Tue. 7:00 AM - 5:00 PM Wed. 7:00 AM - 5:00 PM Thur. 7:00 AM - 5:00 PM Fri. Closed Sat. Closed 	<ul style="list-style-type: none"> San Francisco CA Van Ness 1 Davis Square San Francisco, CA 94109 MAP IT 	<ul style="list-style-type: none"> (415) 292-2500 usa0269@fedex.com 	<ul style="list-style-type: none"> Sun. 9:00 AM - 9:00 PM Mon. 7:00 AM - 11:00 PM Tue. 7:00 AM - 11:00 PM Wed. 7:00 AM - 11:00 PM Thur. 7:00 AM - 11:00 PM Fri. 7:00 AM - 11:00 PM Sat. 9:00 AM - 9:00 PM 			
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GPOExpress Pricing

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

Please contact your nearest FedEx Office for the most accurate quote.				
	Black & White		Color	
Standard Copies	Single-sided	Double-sided	Single-sided	Double-sided
White, 20lb	\$0.02	\$0.040	\$0.20	\$0.40
White, 20lb, 30% recycled	\$0.02	\$0.040	\$0.20	\$0.40
White, 20lb, 100% recycled	\$0.02	\$0.040	\$0.20	\$0.40
White Laser, 24lb	\$0.045	\$0.069	\$0.20	\$0.40
White Laser, 24lb, 100% recycled	\$0.045	\$0.069	\$0.20	\$0.40
Pastel and Brights, 24lb, recycled content varies	\$0.045	\$0.069	\$0.20	\$0.40
Signs and Banners				
Black & White 24" x 36" on White Bond	\$2.25			
Black & White 36" x 48" on White Bond	\$4.50			
Black & White Oversized (per sq. ft.)	\$0.37			
Color on Heavy Coated Stock (per sq. ft.)			\$5.43	
Foam Core Mounting (per sq. ft.)	\$3.71			
Direct Mail				
Return Address Printing (1–14,999 pieces)	\$0.015			
Destination Address Printing (1–14,999 pieces)	\$0.045			

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

Frequently Asked Questions

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

Contact your local FedEx Office 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 during business hours at **1.866.815.4428**.

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

Find your nearest center at fedex.com/office. Click on FedEx Locations on the upper right-hand side of the page. You can order printing at any FedEx Office center 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 card 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?

Use "gpoexpress!" for the default password. Please note: The password is case-sensitive. You will be prompted to change your password the first time you log in. To reset your password, 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/customers/spending.htm 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.