

The GPO*Express* Card



Cost-Effective Document Solutions for Federal Government Agencies

# Webinar: Print-on-Demand Using the GPO*Express* Program

## The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

### FedEx Office<sup>SM</sup> DocStore

- Whether you need to facilitate just-in-time printing or establish an online catalog, FedEx Office DocStore is your solution
  - **Send & Print.** Authorized users have the power to upload files directly from their computer and send them to any FedEx Office location for printing and distribution
  - **Online Catalog.** Use this virtual storage room for all your company's most frequently printed documents, which you can revise, customize, print and ship at any time. Simply log in, then select and order the document you need

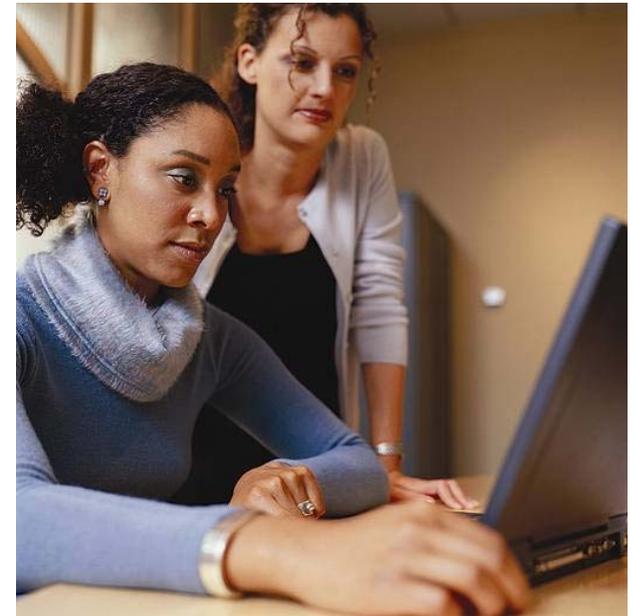


## The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore

- The benefits of Send & Print:
  - Distribute documents in hours instead of days or weeks
  - Save money by printing only what you need
  - Save money by having files printed at the destination of your choice
  - Control user access and spending limits
- The benefits of Online Catalog:
  - Eliminate storage and inventory hassles
  - Access, customize and order materials anytime, anywhere
  - Add, delete and update documents as needed
  - Simplify ordering with convenient shopping-cart and address-book features
  - Keep documents secure by employing firewalls, passwords and encryption



## The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Go to [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress) and select *Place an Order*

Home

**FDsys:**  
**GPO's Federal Digital System**  
America's Authentic Government Information

**Customers**

Working with GPO  
Official Journals of Government  
Customer Services  
Security and Intelligent Documents  
Creative and Digital Media Services  
Publication & Information Sales  
Library Services & Content Management  
Plant Operations  
Training Opportunities at the Institute  
Select Forms & Standards

**Vendors**  
Find out how you can Do Business with GPO

**Libraries**  
Find information about Federal depository libraries & the Catalog of U.S. Government Publications

**Stay connected with GPO's fastest growing program.**

Register to receive updates. Be the first to hear about updates, change or renew your account profiles, and stay connected to over 4,000 GPOExpress users.

Home > Print Procurement > GPOExpress

**GPO Express**

**Your Solution for Document Needs at Discount Prices!**

Join the nearly 4,000 Federal government employees who have taken advantage of the low fixed rates on quick copying services available nationwide through GPOExpress.

[ENROLL NOW](#) [PLACE AN ORDER](#) [ACCESS/VIEW ACCOUNT](#)

GPOExpress is an ideal solution for last-minute projects or for developing a complete library of documents for on-demand printing. This unique GPO program offers access to deeply discounted copying, binding, signs, and more from over 1,800 FedEx Office<sup>SM</sup> locations nationwide.

The GPOExpress program enables true print-on-demand capabilities, allowing users to print and deliver finished documents practically anywhere in the United States without incurring any shipping costs while eliminating the need for costly inventory, warehousing, and distribution.

There has never been a better time to consider this innovative and cost-saving option from GPO!

**Services provided include:**

- Discounts up to 80% off retail pricing;
- Access at over 1,800 FedEx Office<sup>SM</sup> locations nationwide;
- Access to FedEx Office<sup>SM</sup> services 24-7-365;
- Convenient ordering options via e-mail, the Web, or walk-in;
- High-quality printing services, which include full-color vinyl banners, posters, back-lit and metal-yard signage, auto magnets, business cards, stationery, invitations, brochures, manuals, presentations, newsletters, flyers, and more;
- Design and finishing services for professional looking digital prints and copies in either black and white or color;
- Binding, mounting, and other finishing services;
- Print-on-demand programs;
- Document scanning into various formats;
- Digital oversize printing;
- Access to a wide range of FedEx Express and FedEx Ground shipping services;
- And much more!

Visit our registration page, call 202.512.1904 or fax 202.312.0171

What do GPOExpress Customers Have to Say?

**Quick Links**

[GPO Express Home](#)  
[GPOExpress Home Page](#)  
Learn how the partnership between GPO and FEDEX stretches your printing dollar  
[Video](#)  
[GPOExpress as a Strategic Sourcing Solution](#)  
[Meeting Strategic Sourcing Objectives for your Copy and Print Needs.pdf](#)  
[GPO Express FAQ](#)  
[General questions about GPOExpress](#)

[Spending Limits](#)  
Choose from 25 spending levels

[Program Training Presentation](#)  
[Review procedures & benefits.pdf](#)

[Connect today](#)  
[Get the form for FY13, FY14](#)

[Price Guide](#)  
Products & services that save.pdf

[Quick Reference Guide](#)  
Learn more about the benefits of GPOExpress.pdf

[Terms and Conditions](#)  
[Store Locator](#)

**Agency Specific**

- ACE IT
- Air Force Leadership
- ATSC
- CDP
- DHLS
- DOI
- EEOC
- FAA
- FEMA
- FFR
- GPO
- MD District Courts
- NHI
- NLRB
- NOAA
- NPS
- SBA
- US Access Board

**Contact**

Please contact the GPO National Account Manager (NAM) assigned to your agency or GPOExpress Program Manager

## The GPOExpress Card



GPO

Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Enter your user name and password
- The default user name is your agency e-mail address, and the default password is “gpoexpress!”
- Select *Continue*

Getting Started Latest Headlines Kinko's Intranet Login Microsoft Outlook We... Microsoft Outlook We... DocStore - Splash Avaya Welcome to Fe... May 2, 2006

GPO  
Express

Login

Login

▶ Username:

▶ Password:

[Forgot your password?](#)

[Forgot your username?](#)

Continue

For assistance please call 1-800-254-6567 or email [customerrelations@fedexkinkos.com](mailto:customerrelations@fedexkinkos.com)  
Privacy Policy | Copyright ©2001-2006 FedEx Kinko's. All rights reserved.

FedEx Kinko's<sup>SM</sup>  
Office and Print Services

## The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- To place your order, select *Send & Print Your Documents at FedEx Office*

Getting Started | Latest Headlines | Kinko's Intranet Login | Microsoft Outlook We... | Microsoft Outlook We... | DocStore - Splash | Avaya Welcome to Fe... | May 2, 2006

Start

My Account | Help | Logout

### GPOExpress

Start Your Order

Welcome, Training User

Choose an option to begin your order.

Options For Ordering

- ▶ **Send & Print Your Documents at FedEx Kinko's**  
Select files from your computer and send to FedEx Kinko's for printing.
- ▶ [GPOExpress Cost Calculator](#)  
Estimate your project cost based on the number of copies needed, billed at GPOExpress pricing.
- ▶ [Order Paper Sample Book](#)  
Order a GPOExpress Branded Paper Sample Book \$65.00 each

For assistance please call 1-800-254-6567 or email [customerrelations@fedexkinkos.com](mailto:customerrelations@fedexkinkos.com)  
Privacy Policy | Copyright ©2001-2006 FedEx Kinko's. All rights reserved.

FedEx Kinko's<sup>SM</sup>  
Office and Print Services

Done | docstore.kinkos.com



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Select *Browse* to locate and upload your file
- Select various drop-down menus to customize printing options for your file

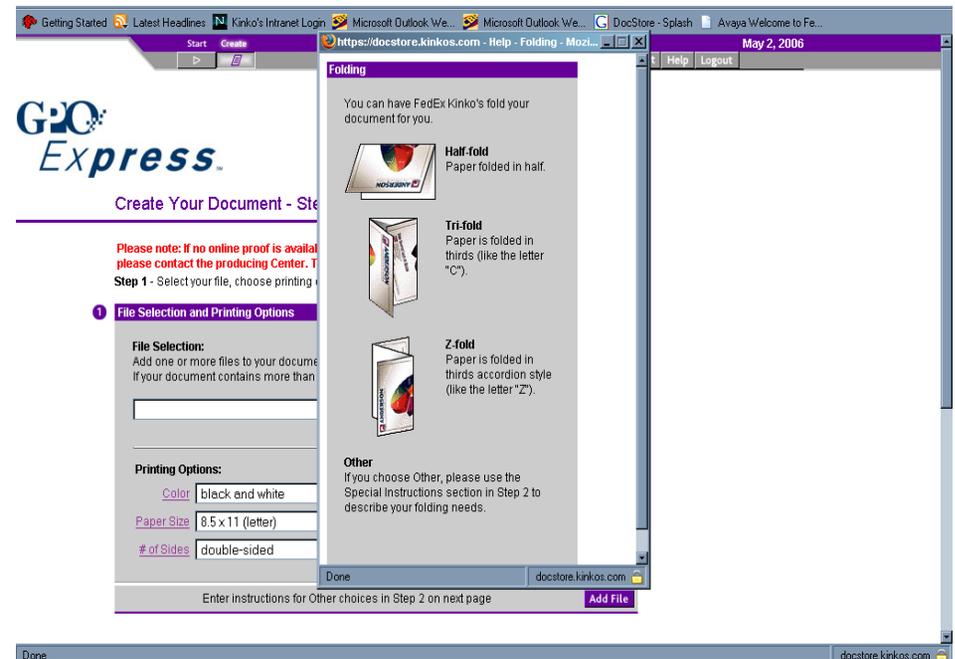
The screenshot shows a web browser window with the GPO Express logo and the title 'Create Your Document - Step 1'. A red notice at the top states: 'Please note: If no online proof is available, your order will still be printed. If a proof is required, please contact the producing Center. Thank you.' Below this, 'Step 1 - Select your file, choose printing options for it and add it to your document.' is displayed. The main content area is titled '1 File Selection and Printing Options'. It contains a 'File Selection' section with a text input field and a 'Browse...' button circled in red. Below this is a 'Printing Options' section with several dropdown menus: 'Color' (black and white), 'Paper Type' (white (20 bond)), 'Paper Size' (8.5 x 11 (letter)), 'Folding' (none), and '# of Sides' (double-sided). A 'Cutting' dropdown menu is also visible, showing options like 'none', '1/2 fold', 'tri-fold', 'Z-fold', and 'other (tell us in step 2)'. An 'Add File' button is located at the bottom right of the form. The browser's address bar shows 'docstore.kinkos.com'.



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- If you click a printing option name, a window will open, providing pictures and descriptions of each option to assist you in making decisions
- Select *Add File* to upload your file and prepare it for preview





Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Once your file is loaded, the site will display the file name and the selected printing options. The site allows you to add multiple files to create your document
- Select *Continue* to proceed to document finishing options

Enter instructions for Other choices in Step 2 on next page [Add File](#)

**GPO4.5\_SendPrint\_QRef1.0.pdf**

**Printing Options:**

Color black and white	Paper Type Salmon
Paper Size 8.5 x 11 (letter)	Folding none
# of Sides double-sided	Cutting none

[Delete File](#)

**Please Note: Online Preview** [Continue](#)

**We can now offer online preview for the following file types:**

- Microsoft Office Word (.doc)
- Microsoft Office PowerPoint (.ppt)
- Microsoft Office Excel (.xls)
- Rich Text File (.rtf)
- PostScript (.ps)
- Encapsulated PostScript (.eps)
- FedEx Kinko's document file (.kdf)
- Adobe Acrobat (.pdf)
- Plain Text (.txt)

**If a non-accepted file type is uploaded to the system, please be aware that you will be directed to an exception screen that will ask you to provide additional detail regarding the uploaded file. If you choose to continue processing the uploaded file, we will not be able to provide a preview or estimated price.**

For assistance please call 1-800-254-6567 or email [customerrelations@fedexkinkos.com](mailto:customerrelations@fedexkinkos.com)

[Privacy Policy](#) | Copyright ©2001-2006 FedEx Kinko's. All rights reserved.

Done docstore.kinkos.com

## The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Name your document
- Select your finishing options
- Select *Continue* to preview your document

Getting Started | Latest Headlines | Kinko's Intranet Login | Microsoft Outlook We... | Microsoft Outlook We... | DocStore - Splash | Avaya Welcome to Fe... | May 2, 2006

Start Create | My Account Help Logout

### GPOExpress

#### Create Your Document - Step 2

2 Step 2 - Indicate how you want the finished document to look.

##### Document Name & Finishing Options

<b>Document Name:</b> Give your document a descriptive name (for example, HR Training Manual, Sales Presentation, etc.) <input type="text" value="Test Document"/>	<b>Finishing Options:</b>
<b>Special Instructions:</b> 1 <a href="#">I do not see the options I need.</a>	<b>Organize:</b> collated (sets)
	<b>Stapling:</b> none
	<b>Drilling:</b> standard 3-hole
	<b>Binding:</b> none
	<b>Front Cover:</b> none
	<b>Back Cover:</b> none

[Add File](#) [Continue](#)

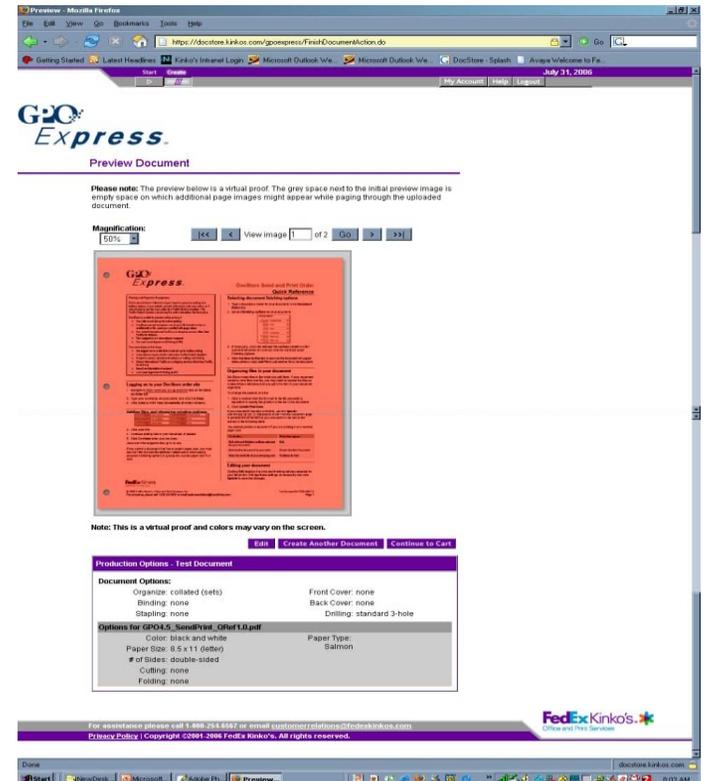
## The GPO<sup>Express</sup> Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- *Preview* enables you to review and edit your entire document
- You can get online preview for the following file types:
  - Adobe<sup>®</sup> Acrobat<sup>®</sup>
  - Microsoft<sup>®</sup> Office Word, Microsoft Office PowerPoint<sup>®</sup> and Microsoft Office Excel<sup>®</sup>
  - PostScript<sup>®</sup> and Encapsulated PostScript
  - Rich Text and Plain Text



## The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- *Please note:* While nonstandard file formats will not preview, the order will still be placed
- Select *Continue to Cart* to proceed to checkout

The screenshot shows a web browser window displaying the GPOExpress website. The page title is "Preview Document". A note states: "Please note: The preview below is a virtual proof. The grey space next to the initial preview image is empty space on which additional page images might appear while paging through the uploaded document." Below this is a magnification tool set to 50%. The main preview area shows a document with a red header and text. Below the preview, there are three buttons: "Edit", "Create Another Document", and "Continue to Cart" (which is circled in red). At the bottom, there is a "Production Options - Test Document" section with the following details:

Production Options - Test Document	
<b>Document Options:</b>	
Organize: collated (sets)	Front Cover: none
Binding: none	Back Cover: none
Stapling: none	Drilling: standard 3-hole
<b>Options for GPO45_SomePrint_Obfid1.0.pdf</b>	
Color: black and white	Paper Type: Salmon
Paper Size: 8.5 x 11 (letter)	
# of Sides: double-sided	
Cutting: none	
Folding: none	

At the bottom of the page, there is a footer with the text: "FedEx Kinko's Office and Print Services" and "©2001-2005 FedEx Kinko's. All rights reserved."



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Some information on the Shopping Cart screen will already be completed based on your user profile
- Enter all additional information in the required fields, including the number of copies required
- If you would like to have the FedEx Office location that will be producing your order call you with a quote, select that option
- Select *Continue* to add delivery information

## The GPO<sup>Express</sup> Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Use the drop-down menu to select the due time for your document
- Select your proof option; it is recommended you always request a proof
- Enter the recipient information; if you are the recipient, check *I am the recipient*, and your contact information will automatically populate
- Select *Locate Store* to find a FedEx Office Print & Ship Center<sup>SM</sup>

The screenshot shows a web browser window displaying the GPO Express website. The page title is "Shipping & Production Details". A note at the top states: "Note: Please call producing Center if turnaround is less than 24 hours. Thank you." The form is divided into several sections:

- Order Completion:** A note indicates that the FedEx Kinko's Office and Print Center should complete the production of the order. A drop-down menu is set to "in 24 hours".
- Proof:** A question asks "Do you want to receive a hard copy proof?". The selected option is "No, I do not want a proof". Below this, it says "Choose No Proof if you accept the online Preview as the Proof". A "Please Note:" section lists: "No charge for first hard copy proof copy" and "Charge for additional proof copies".
- Recipient:** A section titled "Add this recipient to my order." with a checkbox "I am the recipient" (checked). The form fields are populated with: First Name: "Training", Last Name: "User", Company: "", Address 1: "732 North Capitol", Address 2: "", City: "Washington", State/Province/Other: "DC-Washington D.C.", Zip/Postal Code: "20401", Country: "United States", Email: "training@gpo.gov", and Phone: "2021231234".
- Production Location:** A section titled "FedEx Kinko's Office and Print Center for Production:" with a "Locate Store" button highlighted by a red circle.

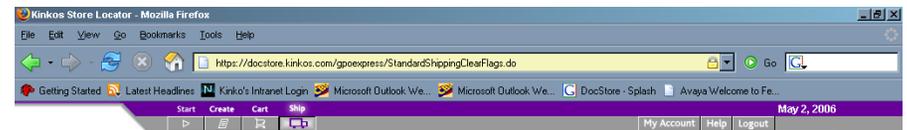
## The GPO<sup>Express</sup> Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Your recipient information automatically populates the Store Locator
- Select *Locate Store* to start the search



Store Locator

Find a FedEx Kinko's

Enter some, or all, of the information below. The more information you provide, the more accurate the results.

Street Address:

City:

State:

Zip Code:

For assistance please call 1-800-254-6667 or email [customerrelations@fedexkinkos.com](mailto:customerrelations@fedexkinkos.com)  
Privacy Policy | Copyright ©2001-2006 FedEx Kinko's. All rights reserved.



## The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- The Store Locator will provide up to five location results
- The map, hours of operation and local driving directions are also provided

**Kinko's Store Locator - Mozilla Firefox**

File Edit View Go Bookmarks Tools Help

https://docstore.kinkos.com/gpoexpress/FindBranchRouter.do

Getting Started Latest Headlines Kinko's Intranet Login Microsoft Outlook We... Microsoft Outlook We... DocStore - Splash Avaya Welcome to Fe... May 2, 2006

Start Create Cart Ship My Account Help Logout

### GPO Express

#### Store Locator

**Find a FedEx Kinko's**

Enter some, or all, of the information below. The more information you provide, the more accurate the results.

Street Address:

City:

State:

Zip Code:

**Map of Store Locations**

**Search Results**

- 1. Washington DC K Street**  
800 K Street NW  
Washington, DC 20001  
Fax: (202) 682-0802  
Phone: (202) 682-0349  
[Hours >>](#)  
[Driving directions:](#)
- 2. Washington DC 7th and D**  
325 7th St  
Washington, DC 20004-2801  
Fax: (202) 347-8737  
Phone: (202) 347-8730  
[Hours >>](#)  
[Driving directions:](#)
- 3. Washington DC 1400 K St**  
1400 K St NW Suite 102  
Washington, DC 20005  
Fax:  
Phone: (202) 898-1401  
[Hours >>](#)  
[Driving directions:](#)
- 4. Washington DC Capitol Hill**

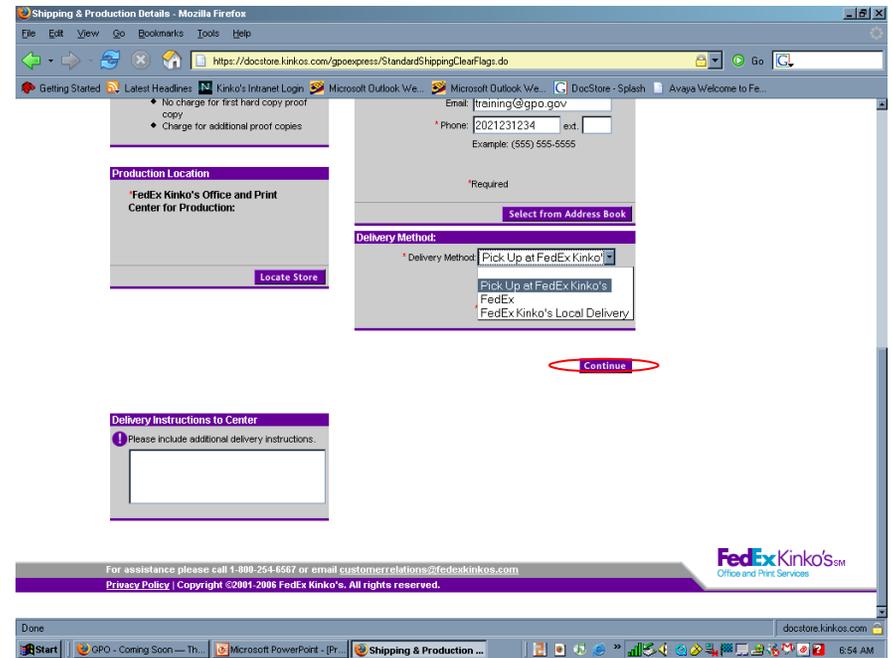
Done docstore.kinkos.com 8:56 AM



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Choose a delivery method from the drop-down list
- *Please note:* Delivery is free within the local delivery zone of each FedEx Office Print & Ship Center<sup>SM</sup>
- Select *Continue* to proceed to the order confirmation page



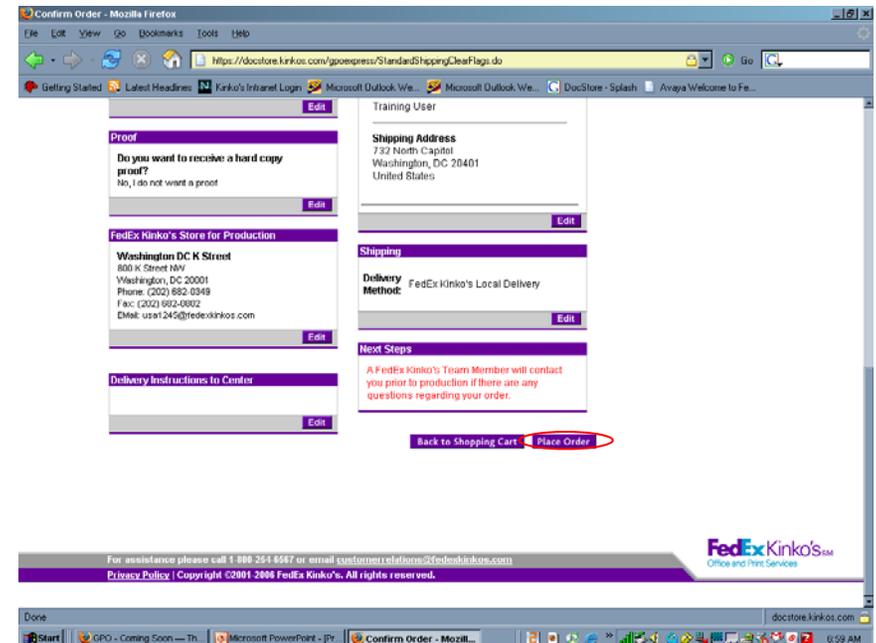
## The GPO<sup>Express</sup> Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- Use the order confirmation screen to review your order and make changes in job options where necessary
- Select *Place Order* to confirm your order



## The GPO Express Card



Cost-Effective Document Solutions for Federal Government Agencies

## FedEx Office<sup>SM</sup> DocStore demonstration

- You may print the confirmation page as a receipt
- The site will give you an order number that you can use to track your order
- The system will send you an e-mail confirming receipt of your order. You will also receive a confirmation e-mail once your order is completed

Thank You [Print This Page](#)

Thank you for your order. Your order number is **1012567837851652**

This is your receipt. Please print this as your receipt.

You will receive an e-mail confirming your order.

If you have questions about this order or need to cancel this order, you must immediately call FedEx Kinko's customer relations at 1-800-254-6567 and reference the order number above. Most jobs go into production within 15 minutes of receipt. Orders cancelled after going into production may be subject to a charge.

Quantity	Documents in Your Order
50	Test Document

Contact	Payment
<b>Training User</b> (202) 123-1234 training@gpo.gov  732 North Capitol Washington, DC 20170	1234567890  Agency Job Reference Test Job User Name: Training User



## GPO*Express*<sup>SM</sup> program resources

### **Finding a location**

- Go to [gpo.gov/gpoexpress](http://gpo.gov/gpoexpress)
- Select *Store Locator*

### **Placing an order**

- Go to your local FedEx Office Print & Ship Center<sup>SM</sup>
- Call your local center to schedule a pickup
- Submit your order online via FedEx Office<sup>SM</sup> DocStore

### **FedEx Office DocStore**

- Go to <https://docstore.fedex.com/gpoexpress>
- User name is your agency e-mail; password is “gpoexpress!”

### **Order questions**

- Contact the local center that is processing your order and ask for the senior project coordinator



## GPO*Express*<sup>SM</sup> program resources

### **Service issues**

- Contact the local center that is processing your order and ask for the center manager
- GPOExpress Program Manager – 202-512-2031 or [gpoexpress@gpo.gov](mailto:gpoexpress@gpo.gov)

### **eView**

- Go to <https://eview.fedexkinkos.com>
- For access issues, send an e-mail to [gpoexpresseview@gpo.gov](mailto:gpoexpresseview@gpo.gov)

## The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

## GPO*Express*<sup>SM</sup> program resources

### **GPO National Account Manager**

- Questions about your GPO contract and GPO billing
- Continued consultative support
- For contact info go to [www.gpo.gov/customerservices/nams.htm](http://www.gpo.gov/customerservices/nams.htm) or call 1.202.512.1904
- **GPOExpress Program Manager**
- Questions about products and services
- Problems/Issues that cannot be resolved at center
- Contact 202-512-2031 or email [gpoexpress@gpo.gov](mailto:gpoexpress@gpo.gov)



The GPO*Express* Card



GPO

Cost-Effective Document Solutions for Federal Government Agencies

# Questions?