



## Storing and distributing documents on the east and west coast.

Through our direct relationship with Federal agencies, the online bookstore and partnerships with GSA, we fill customer orders and store and distribute documents for government agencies.



Whether it's a large, one-time mailing, recurring shipments, or long-term storage of publications or materials, **we provide quick, efficient, and reasonably priced services.**

## Benefits

**Government to Government Relationships** An inter-agency agreement is required to start-up operations within 48 hours of authorization.

**Superior Quality and Excellent Service** Our ultimate goal is to provide you with our overall best service experience by offering the best cost-effective solutions.

**Custom Mailing** Options include bar-coding, endorsement lines, fonts, images (such as an agency logo), automated labeling, inserting, and folding and distribution.

**Cost-Effective Distribution Solutions** A dual distribution network can be used (enabling a 2-day service to 65% of the U.S. and a 3-day service to 95% of the U.S.).

**Controlled and Secure Storage** Your product is maintained in a temperature controlled, low humidity environment and secured in facilities with badge only government access. Our combined capacity offers over 160,000 square feet of tiered pallet storage. If you need more than that for long-term storage, contact a GPO Distribution Director for details.

**We Have Daily Pick-Ups** We have daily pick-ups at each of our distribution locations. We can schedule and coordinate the movement of your product from its current location to our distribution facilities. We offer best in class shipping rates to your clients in addition to custom shipping solutions to fit your needs. LTL, International, Embassies, etc... are no problem for our team.

**Active Mailing Permits** Application and deposit not required.

**Large Distribution and Fulfillment Jobs** This is our preferred type of distribution to any address. We provide excellent service on a distribution from one address to one million addresses, and we normally transport and distribute items as small as a one ounce tattoo to 2,500 pounds of specialized paper.

**Consulting Available** If you have a storage and distribution area inside your existing office, but need to use that space for staff and additional office functions, why not move that distribution to GPO? We have successfully saved each of our new clients at least 33% in distribution costs while maintaining existing levels of service or exceeding it.

**Custom Webcart Service** is available upon request. An example of a typical page can be viewed here

<https://pueblo.gpo.gov/HHS/HHSPubsBrandTest.php>

## Distribution Options

- Domestic, International, APO/FPO/PO Boxes

If you want to see our distribution services, go to:

<http://youtu.be/Uz8b5qCenNk>

## New Client Information

Your first step is to complete a questionnaire about your project. To get started, review the information we need to know below.

### Projects

The following information is requested for new projects.

- Total number of customer orders per week
- Number of different titles per order
- Type of orders (more than one or only one title per order)
- Number of copies (more than one or only one)
- Total number of titles in this program
- Data entry of orders, if needed
- File types, if orders are importable
- Samples of publications to be provided
- Preferred shipping methods (USPS or UPS)
- Scheduled shipment date to Distribution Center
- Total number of cartons and pallets being shipped
- Special requirements (logos, peel-off stickers, inserts, etc.)
- SKU's (Item Numbers) available (if not, we will assign)
- Historical data, if currently exist and can be provided
- Exchange of information, if initial and follow-up call occurs

### Storage Options

- Total number cartons
- Quantity per carton
- Total number of pallets
- Height of pallets in inches
- Average weight of each distribution

### Method of Service

- Least expensive
- Fastest
- Combination of least expensive and fastest (Hybrid)
- Tracking or No Tracking
- CASS certified
- Addresses to be sent out over time (week, month, several months, year)



For additional information, email [smartdistribution@gpo.gov](mailto:smartdistribution@gpo.gov) or contact a GPO National Account Manager at 202.512.1904 or email [nam@gpo.gov](mailto:nam@gpo.gov).