



The GPO*Express* Card



GPO*Express*SM Program

Convenient access to cost-effective document solutions for federal government agencies



The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

Agenda

- About the program
- Program benefits and features
- About FedEx Office
- Document solutions
- Signs and graphics
- Direct mail
- FedEx OfficeSM DocStore
- FedEx Office DocStore demonstration
- Resource information
- Summary

The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

The GPO*Express*SM program

- The U.S. Government Printing Office (GPO) has contracted with FedEx Office to provide copy and print services, signs and graphics services, and more at discount prices to federal government agencies
- Through the program, you have access to cost-effective, consistent, high-impact document services at discounted rates through a digitally connected network of FedEx Office locations

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Agencies using the program

- Dept. of Veterans Affairs
- Dept. of Agriculture
- Dept. of State
- Dept. of Labor
- Dept of Interior
- Dept. of Justice
- Dept. of Commerce
- U.S. Courts
- U.S. Merchant Marines
- Peace Corps
- National Guard
- GSA
- NASA
- NIH
- FEMA
- TSA
- EEOC
- HUD
- FTC

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Cost-Effective Document Solutions for Federal Government Agencies

How the program works

- Agency employees use the GPO*Express*SM card to make online and in-store purchases at guaranteed rates
- FedEx Office bills the GPO, which in turn bills the agency
 - Agencies are billed on the normal GPO billing schedule
 - The value of each purchase made by the agency will be rounded up to the next whole dollar per the IPAC agreement
 - For questions about GPO billing and program details, including the identifying jacket number, contact your GPO National Account Manager
 - Program training information is available at www.gpo.gov/gpoexpress

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Cost-Effective Document Solutions for Federal Government Agencies

Program benefits

- **Convenience:** access to a network of more than 1,800 FedEx Office locations nationwide
- **Ordering options:** place in person or online, or request a pickup
- **Free proofs:** request by phone, in person or online
- **Free delivery:** within the local delivery zone of each FedEx Office Print & Ship CenterSM
- **Free cost estimates:** request by phone, in person or online

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Cost-Effective Document Solutions for Federal Government Agencies

Program benefits

- **Pricing:** no GPO surcharges
 - Agencies pay listed prices
 - Pricing guide available at www.gpo.gov/gpoexpress
- **Receipts:** attached to each completed job
 - Includes job details and line-item charges
- **Agency job reference:** captured at time of order
 - Information appears on invoice


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Program benefits

- **eView:** Your account's transactions available online
 - Transaction data within 24 hours after purchase
 - Access available to all cardholders, managers and administrators
 - View up to three years of invoice data
 - Export information to a PDF or XLS file


eView

[Hello, PAUL ORFALEA](#) | [Change Password](#) | [Contact Us](#) | [Help](#) | [Logout](#)

Account Listing
Invoices
Payments
Reports
Admin

Account 8300024091 : 1505-01 GPO (A) [View Account Details](#)

Initial results return the last six months of data, however, if you are looking for a specific invoice or a broader range, use the [Invoice Search](#) feature.

| Invoices | | | | | | |
|------------------------------|------------------------------------|---------------------|-------------|-----------------------------|--------------|----------|
| Invoice ID | Location | Card User | Card Number | Agency Job Ref | Invoice Date | Amount |
| 124500000801 | 1245 / Washington DC K Street | CAROL CINI | 0014 | 1505-01 GPO(A) | 06-21-2006 | \$266.29 |
| 051900001631 | 0519 / Chattanooga TN Brainerd St | CARRIE GIBB | 0002 | PO# NPS Presentation | 06-21-2006 | \$5.74 |
| 052800001334 | 0528 / Mars PA Cranberry | NANCY BEDNAR-ESCHER | 0005 | 200 copies letter folded | 05-23-2006 | \$65.40 |
| 181500004466 | 1815 / Washington DC 2020 K Street | KATHERINE D. CLARKE | 0006 | | 05-11-2006 | \$91.26 |
| 150900001619 | 1509 / Atlanta GA Midtown | CARRIE GIBB | 0002 | carrie gibb - note test | 04-21-2006 | \$99.99 |
| 12450P000134 | 1245 / Washington DC K Street | CAROL CINI | 0014 | TEST PRICING | 04-18-2006 | \$0.02 |
| 12450P000126 | 1245 / Washington DC K Street | CAROL CINI | 0014 | | 03-29-2006 | \$0.95 |
| 012300000394 | 0123 / Little Rock AR Downtown | CARRIE GIBB | 0002 | APPL conference | 03-06-2006 | \$55.80 |
| 012300000395 | 0123 / Little Rock AR Downtown | CARRIE GIBB | 0002 | 1505-01 GPO (A) GPO express | 03-06-2006 | \$188.06 |

All Items: (9 total) 1
[Excel](#) | [PDF](#)

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Cost-Effective Document Solutions for Federal Government Agencies

GPO*Express*SM card

- Single method of payment at all FedEx Office locations
 - Guarantees you receive your contracted rates
- Per-transaction limit established by agency program coordinator
 - FedEx Office can process projects in excess of card limit only with manager approval



The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

GPOExpressSM spending limits

- Per-transaction spending limit is indicated by the A-Z alpha character in parentheses on your card
 - Refer to the following chart to determine your spending limit
 - No approvals required if the transaction is below your limit
 - FedEx Office and the GPO require pre-approval from your manager via e-mail for transactions over your limit before placing your order
 - Request a quote at the time you place your order to determine if approval is required



| Letter | Spending Limit | Letter | Spending Limit | Letter | Spending Limit |
|--------|----------------|--------|----------------|--------|----------------|
| A | \$100 | I | \$900 | R | \$8,000 |
| B | \$200 | J | \$1,000 | S | \$9,000 |
| C | \$300 | K | \$2,000 | T | \$10,000 |
| D | \$400 | L | \$2,500 | U | \$15,000 |
| E | \$500 | M | \$3,000 | V | \$25,000 |
| F | \$600 | N | \$4,000 | W | \$50,000 |
| G | \$700 | O | \$5,000 | X | \$100,000 |
| H | \$800 | P | \$6,000 | Y | \$250,000 |
| | | Q | \$7,000 | Z | Unlimited |

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Cost-Effective Document Solutions for Federal Government Agencies

Customer support

- FedEx Office GPO*Express*SM account team 1.866.815.4428
 - Your account executive is your key contact for:
 - Location of the nearest FedEx Office team for production support
 - Details about your contract and available products and services
 - Answers to questions about your program features and benefits
 - Proactive follow-up to ensure outstanding customer service
 - Helpful information about contract and program updates
- GPO National Account Manager
 - Your GPO National Account Manager is your key contact for:
 - Questions about your GPO contract and GPO billing
 - Continued consultative support
 - Go to www.gpo.gov/customerservices/nams.htm or call 1.202.512.1904 for contact information

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Cost-Effective Document Solutions for Federal Government Agencies

Customer support

- FedEx Office locations
 - Each knowledgeable center manager is committed to providing excellent service; primary source for issue resolution
 - All center team members can process your order and provide quotes
 - Senior project coordinators can answer questions related to your project
- GPO*Express*SM Help Desk 1.866.654.6567
 - Dedicated support for GPO*Express* customers
 - Available 24 hours a day, 7 days a week for:
 - General program information
 - Location of a nearby FedEx Office center
 - Technical assistance

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Cost-Effective Document Solutions for Federal Government Agencies

A look at FedEx Office

- FedEx Office Print & Ship Centers provide a comprehensive range of business services to meet your unique needs
 - Copying, printing, direct mail, and signs and graphics services
 - High-speed Internet access, computer use, Wi-Fi services and videoconferencing
 - A full range of FedEx Express[®] and FedEx Ground[®] shipping services



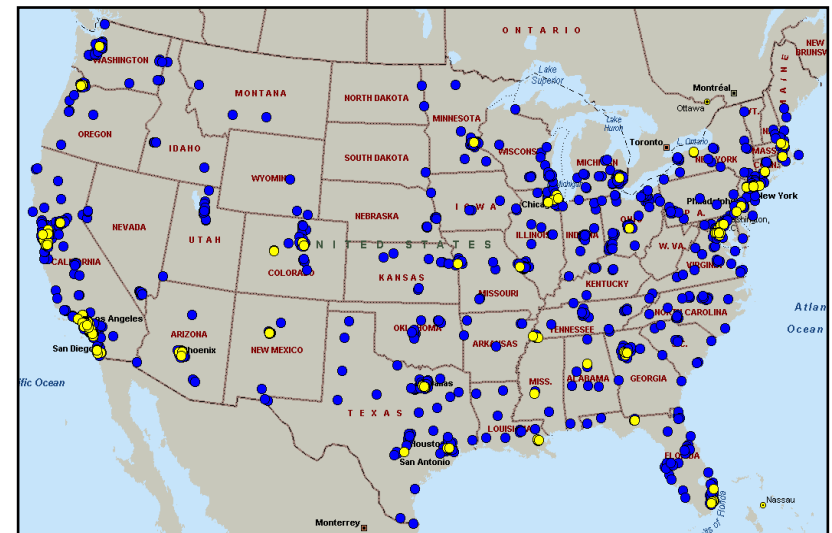
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Cost-Effective Document Solutions for Federal Government Agencies

The FedEx OfficeSM network

- More than 1,800 digitally connected FedEx Office locations strategically located in high-traffic areas
- Open 7 days a week with extended business hours, and 24-hour-a-day access available at hundreds of locations



- FedEx Office Print & Ship CenterSM
- FedEx OfficeSM Ship Center

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Cost-Effective Document Solutions for Federal Government Agencies

The GPO*Express*SM program for document solutions

- Copying and printing services
 - State-of-the-art black & white and color copying equipment
 - High-output equipment with outstanding image resolution
 - Large-format production: presentation boards; trade show graphics; and architectural, construction and engineering drawings
 - Cutting, folding and stapling
 - Wide range of paper colors, stocks and sizes available
 - Trained, experienced team members who can provide specialized advice and assistance
 - FedEx OfficeSM DocStore to manage, store, print and distribute your projects



The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

The GPO*Express*SM program for document solutions

- Binding options
 - Choose book binding, booklet making, coil binding, comb binding, tape binding and velo binding
- Finishing options
 - Choose folding, cutting, drilling, laminating, stapling and mounting
- Document-creation options
 - Choose business cards, brochures, proposals, flyers, reports, presentations, announcements, invitations, and much more

The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

The GPO*Express*SM program for signs and graphics

- Take advantage of all our services, or just have us help you with a few steps in the process
 - Full range of sign capabilities
 - Experienced sign specialists
 - Quick turnaround time (one to five days)
 - Capacity to handle orders of virtually any size



The GPOExpress Card

Cost-Effective Document Solutions for Federal Government Agencies

The GPOExpressSM program for signs and graphics

- **Outdoor banners.** Banners and signs that can last for years outdoors
- **Indoor banners.** Full-color banners to advertise your message
- **Rigid signs.** Aluminum, plastic and corrugated plastic
- **Specialty prints.** High-quality photo enlargements, backlit prints, window clings, floor graphics and many types of point-of-purchase signage
- **Specialty signs.** Lettering, graphics, decals, and vehicle and promotional magnets



Outdoor Banners



Vinyl Outdoor Banners



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Cost-Effective Document Solutions for Federal Government Agencies

The GPO*Express*SM program for direct mail

- We offer the convenience of a one-stop resource where you can take advantage of our full array of services, or just have us help you with a few steps in the process
 - Document creation and personalization
 - Printing and finishing services like folding, inserting and sealing
 - List services and address cleansing, verification and updating
 - Postal discounts and delivery
 - Virtually any budget, and volumes ranging from 100 to 100,000 pieces



The GPOExpress Card

Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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

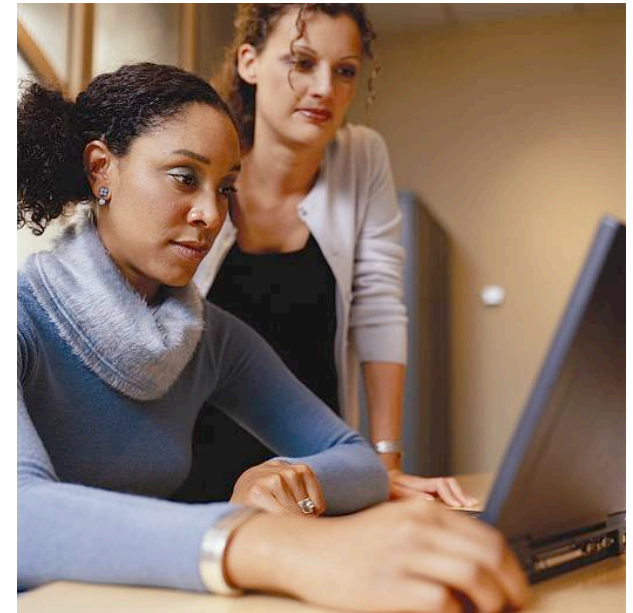


The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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



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Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM DocStore demonstration

- Go to www.gpo.gov/gpoexpress and select *Send an Order*

U.S. GOVERNMENT PRINTING OFFICE
KEEPING AMERICA INFORMED

GPO INSIDE GPO ACCESS GPO SERVICES GPO VENDORS

Print, Design & Web Solutions

The GPOExpressSM Program
Program Training
Pricing (PDF)
Contract Order
Send an Order

Inquiry of Interest

Registration

Frequently Asked Questions

GPO Contacts

The GPOExpressSM Program
Your Solution for Document Needs at Discount Prices!

The GPO is always looking to make our services more convenient for our customers. That's why we have developed a program called GPOExpressSM - a nationwide convenience printing contract that allows Government personnel to walk into any FedEx Kinko'sSM Print Center, day or night, at any of the thousands of locations throughout the United States and Canada -- to take care of small printing needs.

GPO has awarded a contract (950-S) to FedEx Kinko'sSM Office and Print Services that allows all U.S. Federal agencies direct access to services at FedEx Kinko'sSM locations worldwide. Using the new GPOExpressSM Card, agencies will receive significant discounts and benefits on their printing and finishing needs at any store location, at any time.

If you are interested in the program, please subscribe on our [registration page](#).

Services provided include:

- Access at FedEx Kinko'sSM locations worldwide;
- Access to FedEx Kinko'sSM 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](#), or call 202.512.1904.

<https://docstore.kinkos.com/gpoexpress>



FedExOfficeSM

FedEx Kinko's is now FedEx Office

The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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
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FedEx Kinko'sSM
Office and Print Services

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Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM DocStore demonstration

- To get an estimated cost
 - Select *GPOExpressSM Cost Calculator*

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 1-888-254-6667 or email customerrelations2@fedexkinkos.com
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FedEx Kinko'sSM
Office and Print Services

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Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM DocStore demonstration

- The calculator tool will provide estimates for the most commonly used print specifications
- For additional options or for a detailed quote, contact the FedEx Office location that will produce your order

| Description | Single Side | | Double Side | |
|--|---|---|---------------------------------------|---------------------------------------|
| | B&W | Color | B&W | Color |
| 8 1/2 x 11 (# of pages in original x # of copies needed) | <input type="text" value="1000"/> \$0.024 | <input type="text" value="50"/> \$0.300 | <input type="text" value=""/> \$0.048 | <input type="text" value=""/> \$0.600 |
| 8 1/2 x 14 (# of pages in original x # of copies needed) | <input type="text" value=""/> \$0.024 | <input type="text" value=""/> \$0.300 | <input type="text" value=""/> \$0.048 | <input type="text" value=""/> \$0.600 |
| 11 x 17 (# of pages in original x # of copies needed) | <input type="text" value=""/> \$0.048 | <input type="text" value=""/> \$0.600 | <input type="text" value=""/> \$0.077 | <input type="text" value=""/> \$1.200 |

| Description | Single Side | | Double Side | |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| | B&W | Color | B&W | Color |
| 8 1/2 x 11 (# of pages in original x # of copies needed) | <input type="text" value=""/> \$0.049 | <input type="text" value=""/> \$0.300 | <input type="text" value=""/> \$0.098 | <input type="text" value=""/> \$0.600 |

Additional Services

| | |
|------------------------------|--|
| 3 Hole Drill | <input type="text" value=""/> \$0.007 (Plus \$5.00 set up fee to the Total Estimated Cost) |
| Fold | <input type="text" value=""/> \$0.027 (Plus \$5.00 set up fee to the Total Estimated Cost) |
| Staple (Machine Staple Only) | <input type="text" value=""/> \$0.010 |
| Coil Bind | <input type="text" value="50"/> \$1.800 |
| Comb Bind | <input type="text" value=""/> \$1.500 |

Please note: The price provided is an estimate and not a price quote. For an exact quote please contact your local center.

129.0000

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FedEx OfficeSM DocStore demonstration

- To place your order, select *Send & Print Your Documents at FedEx Kinko's*

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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

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FedEx Kinko'sSM
Office and Print Services

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FedEx OfficeSM DocStore demonstration

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

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

Start Create Help Logout

GPO Express

Create Your Document - Step 1

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.

Step 1 - Select your file, choose printing options for it and add it to your document.

1 File Selection and Printing Options

File Selection:
Add one or more files to your document.
If your document contains more than one file, you will add files one at a time.

Browse... !

Printing Options:

Color: black and white | Paper Type: white (20 bond)

Paper Size: 8.5 x 11 (letter) | Folding: none

of Sides: double-sided | Cutting: none, 1/2 fold, tri-fold, Z-fold, other (tell us in step 2)

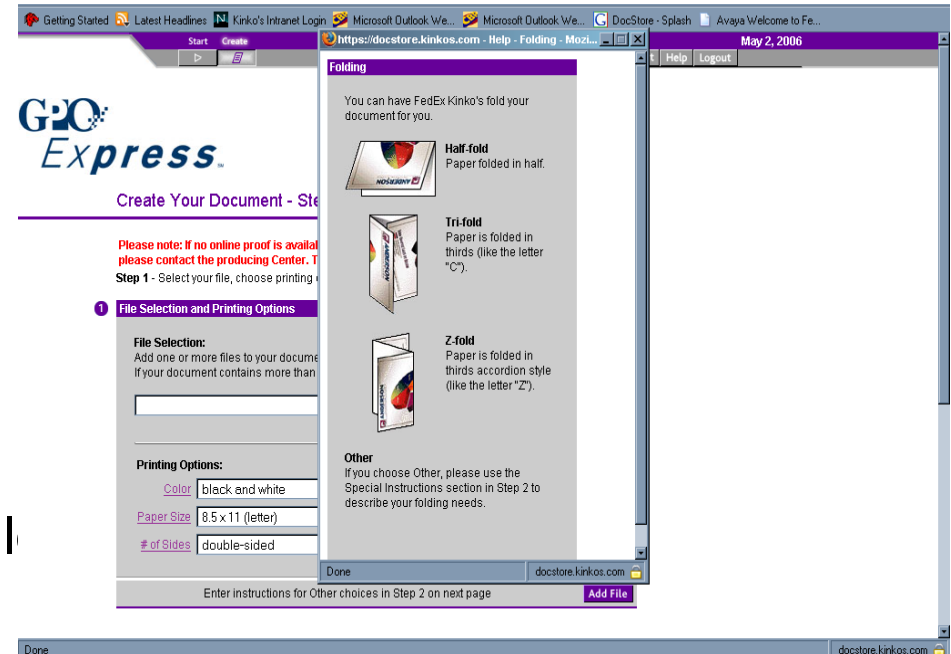
Enter instructions for Other choices in S **Add File**

Done docstore.kinkos.com



FedEx OfficeSM 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



The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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

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Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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...
 Start Create | My Account | Help | Logout | May 2, 2006

GPO Express

Create Your Document - Step 2

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

Document Name & Finishing Options

Document Name:
 Give your document a descriptive name (for example, HR Training Manual, Sales Presentation, etc.)

Finishing Options:

| | |
|-------------|-----------------|
| Organize | colleted (sets) |
| Stapling | none |
| Drilling | standard 3-hole |
| Binding | none |
| Front Cover | none |
| Back Cover | none |

Special Instructions: ⓘ
[I do not see the options I need.](#)

Add File **Continue**

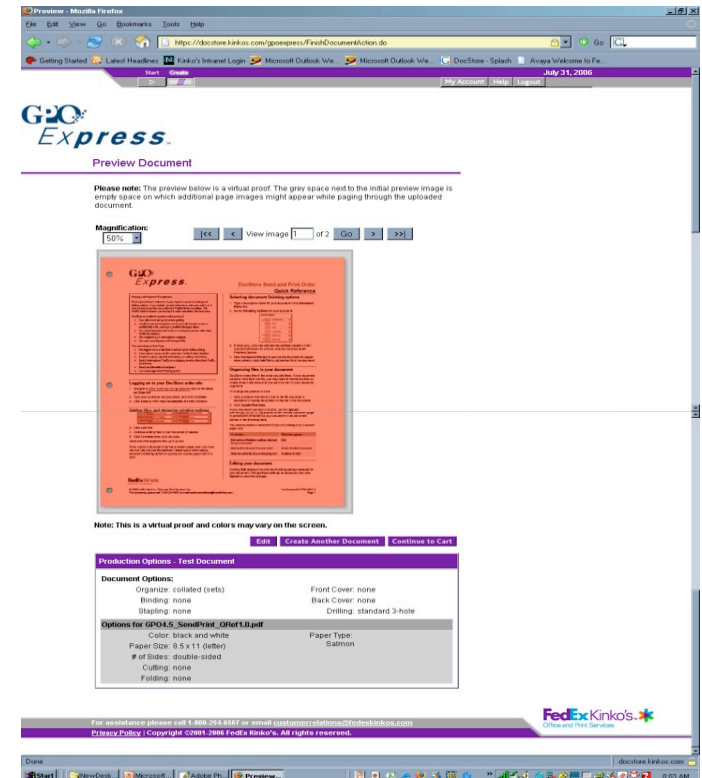
The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM DocStore demonstration

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



The GPO^{Express} Card



Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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 GPO Express website. The page title is "Preview Document". A "Please note" message states: "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% and a preview of a document page. At the bottom of the preview area, there are three buttons: "Edit", "Create Another Document", and "Continue to Cart", with the latter circled in red. Below the preview is a "Production Options - Test Document" section with the following details:

| | |
|---|---------------------------|
| Document Options: | |
| Organize: collated (sets) | Front Cover: none |
| Binding: none | Back Cover: none |
| Stapling: none | Drilling: standard 3-hole |
| Options for GPO45_SemiYear_08Feb11.d.pdf | |
| 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 contact information: "For assistance please call 1-800-254-6587 or email customerrelations@fedexkinkos.com. Privacy Policy | Copyright ©2001-2008 FedEx Kinko's. All rights reserved." The FedEx Kinko's logo is also present in the bottom right corner.



Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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

| Quantity | Documents In Your Order | Files in the Document | |
|----------|-------------------------|------------------------------|-------------|
| 50 | Test Document | GPO4.5_SendPrint_ORefl.0.pdf | Edit Delete |

Empty Shopping Cart Create Another Document

Contact
Indicate who to contact regarding this order.

*First Name: Training
*Last Name: User
*Address 1: 732 North Capitol
Address 2:
*City: Washington
*State/Province/Other: DC-Washington D.C.
Zip/Postal Code: 20170
*Country: United States
*Phone: 2021231234 ext.
*E-Mail Address: training@gpo.gov
Call With Quote Before Production? Yes, Call me with a Quote
*Required

Payment

*GPOExpress Card Number: 1234567890
*Agency Job Reference: Test
*User Name: Training User
*Alpha Character Code Located on Card: Z
[Continue](#)

The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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 CenterSM

Shipping & Production Details - Mozilla Firefox

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

Start Create Cart May 2, 2006

GPO Express

Shipping & Production Details

Note: Please call producing Center if turnaround is less than 24 hours. Thank you.

Order Completion

Indicate when the FedEx Kinko's Office and Print Center should complete the production of your order. Additional time required for shipping or local delivery.

in 24 hours

Proof

Do you want to receive a hard copy proof?

No, I do not want a proof

Choose No Proof if you accept the online Preview as the Proof

Please Note:

- No charge for first hard copy proof copy
- Charge for additional proof copies

Recipient

Add this recipient to my order.

I am the recipient

* First Name: Training

* Last Name: User

Company:

* Address 1: 732 North Capital

Address 2:

* City: Washington

* State/Province/Other: DC-Washington D.C.

* Zip/Postal Code: 20401

* Country: United States

Email: training@gpo.gov

* Phone: 2021231234 ext. Example: (555) 555-5555

Production Location

* FedEx Kinko's Office and Print Center for Production:

Locate Store

The GPOExpress Card

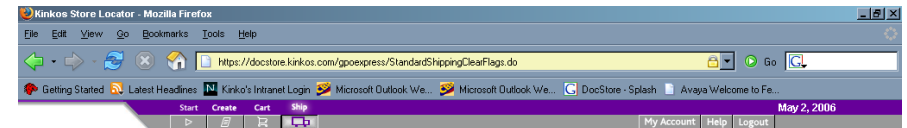


GPO

Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM DocStore demonstration

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



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:

For assistance please call 1-800-254-6567 or email customerrelations@fedexkinkos.com
Privacy Policy | Copyright ©2004-2006 FedEx Kinko's. All rights reserved.

FedEx Kinko'sSM
Office and Print Services




FedEx OfficeSM
FedEx Kinko's is now FedEx Office

The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM DocStore demonstration

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

The screenshot shows the 'Kinko's Store Locator' web application. The browser window title is 'Kinko's Store Locator - Mozilla Firefox'. The address bar shows the URL: 'https://docstore.kinkos.com/gpoexpress/FindBranch/Router.do'. The page features the GPO Express logo and a 'Store Locator' section. Below the logo is a search form titled 'Find a FedEx Kinko's' with fields for Street Address (732 North Capitol), City (Washington), State (DC-Washington D.C.), and Zip Code (20401). A 'Locate Store' button is present. To the right, the 'Search Results' section lists three locations in Washington, DC, each with contact information and a link for driving directions. A 'Map of Store Locations' section shows a map with several red location markers. The browser's taskbar at the bottom shows the Start button and several open applications, including 'GPO - Coming Soon', 'Microsoft PowerPoint', and 'Kinko's Store Locator'. The system tray shows the date as May 2, 2006, and the time as 6:56 AM.

The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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 CenterSM
- Select *Continue* to proceed to the order confirmation page

Shipping & Production Details - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

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

Getting Stated Latest Headlines Kinko's Intranet Login Microsoft Outlook We... Microsoft Outlook We... DocStore - Splash Aways Welcome to Fe...

- No charge for first hard copy proof copy
- Charge for additional proof copies

Production Location

FedEx Kinko's Office and Print Center for Production:

Locate Store

*Required

Select from Address Book

Delivery Method:

* Delivery Method: Pick Up at FedEx Kinko's

Pick Up at FedEx Kinko's
FedEx
FedEx Kinko's Local Delivery

Continue

Delivery Instructions to Center

Please include additional delivery instructions.

For assistance please call 1-800-254-6597 or email customerrelations@fedexkinkos.com

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Done docstore.kinkos.com

Start GPO - Coming Soon - Th... Microsoft PowerPoint - [Pr... Shipping & Production ... 6:54 AM

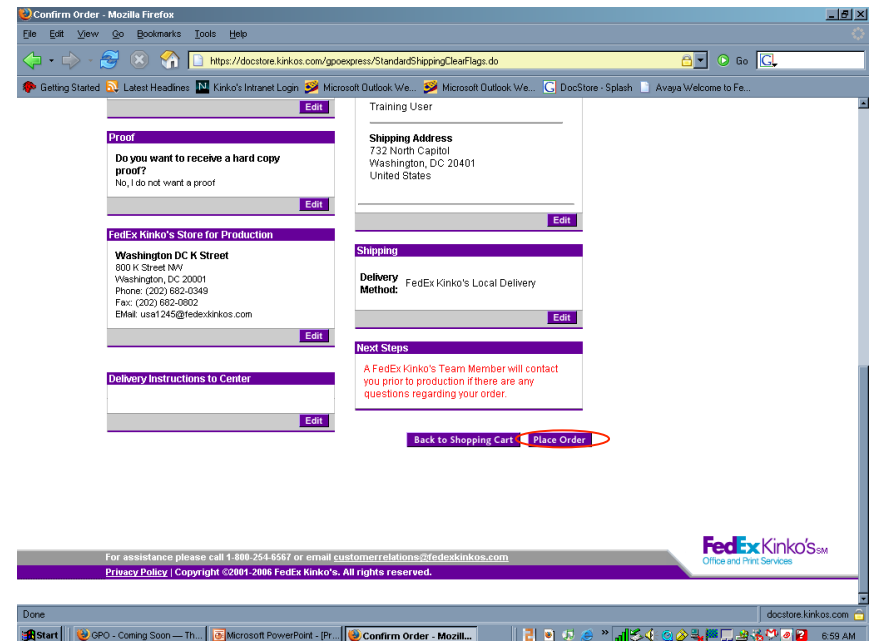
The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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



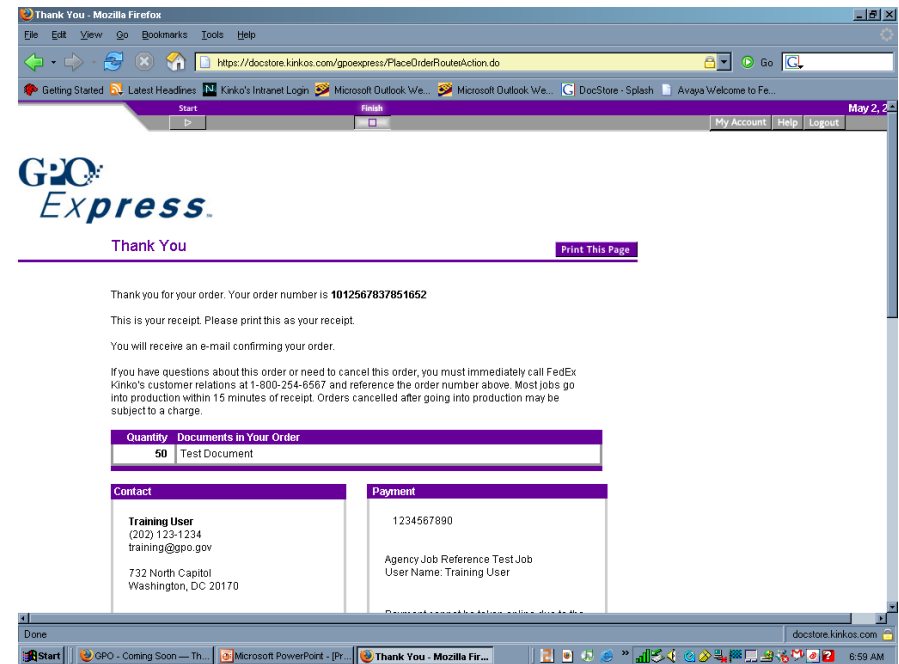


The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

FedEx OfficeSM 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 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://docstore.kinkos.com/gpoexpress/PlaceOrderRouteAction.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 Finish My Account Help Logout

GPO Express

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 1-800-254-8567 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 |
|---|---|
| Training User (202) 123-1234 training@gpo.gov 732 North Capitol Washington, DC 20170 | 1234567890 Agency Job Reference Test Job User Name: Training User |

Done docstore.kinkos.com 6:59 AM

The GPOExpress Card



Cost-Effective Document Solutions for Federal Government Agencies

GPOExpressSM program resources

Finding a location

- Go to gpo.gov/gpoexpress
- Select *Store Locator*

Placing an order

- Go to your local FedEx Office Print & Ship CenterSM
- Call your local center to schedule a pickup
- Submit your order online via FedEx OfficeSM DocStore

FedEx Office DocStore

- Go to <https://docstore.kinkos.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

The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

GPO*Express*SM program resources

Service issues

- Contact the local center that is processing your order and ask for the center manager

eView

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

The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

GPO*Express*SM program resources

FedEx Office GPO*Express* account team 1.866.815.4428

- Questions about program services
- Questions about local production support
- Proactive customer service follow-up

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 or call 1.202.512.1904



The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

GPO*Express*SM program resources

GPO*Express* Help Desk 1.866.654.6567

- For questions or issues related to:
 - General program information
 - After-hours support 24 hours a day, 7 days a week
 - Location of a nearby FedEx Office center
 - Technical assistance



The GPOExpress Card

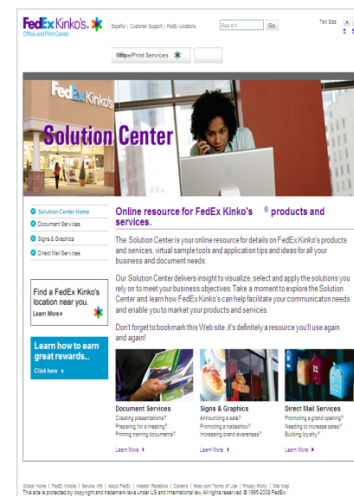


Cost-Effective Document Solutions for Federal Government Agencies

GPOExpressSM program resources

FedEx Office Solution Center

- Online resources to help educate program users about products and services available through FedEx Office.
- Features ideas and samples to help meet your agency needs
 - Document services
 - Signs and graphics
 - Direct mail services
- Go to fedex.com/solution-center



The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

Testimonials from current participants

The U.S. Fish and Wildlife Service is very pleased with the GPO*Express*SM contract. The customer service, ease of use and quality of the end products make this contract a winner. It is an excellent tool that supplements our existing term contracts, small purchase and one-time bid procurements.

Mark Newcastle
Branch of Printing & Publishing
U.S. Fish and Wildlife Service

The Transportation Security Administration has greatly benefited from the GPO*Express* program. TSA personnel especially like the flexibility of using any FedEx Office in the country while they are traveling. Overall, the GPO*Express* program is a fantastic and user-friendly tool for TSA to satisfy many of its print requirements in a timely fashion.

Kathleen Rubus
Transportation Security Administration

The GPO*Express* Card

Cost-Effective Document Solutions for Federal Government Agencies

Testimonials from current participants

GPO*Express*SM is an innovative, streamlined printing procurement tool that will handle the emergency and administrative copying and duplication requirements of agency offices, particularly those without printing expertise.

Bert Simon
Chief, Materials Management
U.S. Geological Survey