

# The GPOExpress<sup>SM</sup> Program Overview



## Why Join?

**Convenient Locations** Access more than 1,800 FedEx Office locations nationwide, including many open 24 hours a day, 7 days a week, even some Federal holidays.

**Deeply Discounted Fixed Pricing** Always pay the lowest negotiated fixed rate for qualifying purchases, with discounts up to 80% off retail.

**Flexible Ordering** Place orders online, by phone, or in-center; request free proofs and estimates; and schedule pickups or free local delivery.

**24/7 Online Account Access** View details of all transactions through eView, a secure online application.

**Catalog Of Frequently Printed Documents** Enable cloud computing by creating and accessing a secure online library of files — each pre-approved and ready to customize and print.

**Ongoing Government Support** GPO-trained print professionals will continue to assist you with placing orders, obtaining estimates and guiding you through the program.

**Elimination of Shipping Costs** With over 1,800 locations, you can print locally and eliminate the need and costs for shipping.





The U.S. Government Printing Office (GPO) has formed an alliance with FedEx Office to offer the **GPOExpress** program to all Federal agencies. **GPOExpress** is the only program to provide Federal agencies with exclusive discounts and access to convenient, quick printing and

document solutions using any of the over 1,800 FedEx Office® Print and Ship Centers nationwide, at any time. **GPOExpress** provides agencies with services including high-quality copying, signs and banners, and finishing solutions simply by using the **GPOExpress Card**.

With zero cost to join the program, you pay only for what you purchase and all transactions are quickly invoiced to you by GPO hassle-free. Also, shipping costs are eliminated as documents can be uploaded from anywhere and printed locally near the final delivery site.

Savings with **GPOExpress** are up to 80% off retail pricing. **Register today and see for yourself!**

Retail cost = **\$42.06**

**GPOExpress** cost = **\$10.45**

A savings of **\$31.61**





## Online tools for **GPOExpress** users.

GPOExpress provides registered users access to two convenient web-based tools designed to help you manage your print budget and place orders.

### **Manage Account Activity with eView**

**eView** is a secure online application that allows customers to access their individual or agency-wide GPOExpress transactions at any time.

#### **eView enables users to:**

- View detailed invoices within 24 hours and search past invoices for the life of the program.
- Save, send, and view activity reports and export data to Excel or PDF.

#### **eView also increases control and awareness of convenience copying and printing spend by allowing administrators to:**

- Define security levels that determine user view or administrative access.
- Create non-cardholder users with the ability to view and access accounts for further control.
- Track specific Agency Job Reference information.

### **Order Online with DocStore®**

**DocStore** is an electronic ordering solution that makes it simple to print to any FedEx Office nationwide. This online tool features an easy-to-use shopping cart and address book with two convenient ways to order.

**Send and Print** Upload materials and store them in an online briefcase for quick access and reprints.

**Catalog** Develop a library of frequently printed documents that agency users can access and print. All with no setup charges or maintenance fees! Benefits of the catalog include the ability to:

- Distribute documents in hours instead of days or weeks.
- Stretch your print budget by printing only what you need.
- Control user access and spending limits.
- Customize and order materials anytime, anywhere while maintaining consistent branding.
- Add, delete, and update documents as needed.
- Keep documents secure via firewalls, passwords, and encryption.
- Enable teleworking and disaster recovery (COOP) options with a simple internet connection.
- Take advantage of cloud computing technologies as part of the OMB 25-point plan.

# Steps to Achieve GPOExpress Savings

**Join the Program** Agencies are welcome to join the program at any time, and there is no cost to register. Over 200 agencies currently participate in the program, and GPO staff can guide agencies to the correct procedures for registration. Register at [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress).

**Participate** Generate a list of potential users in your office. There is no cost to register users, only the ability to save. Provide the list of users to GPO to ensure GPOExpress cards are issued.

**Learn** Every week the GPOExpress program provides free training to potential, new, and existing GPOExpress users. Join the webinar every week at 2 p.m. EST. Visit [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress) to participate.

**Manage** Create and maintain your program controls by using the many tools GPOExpress offers. eView is a secure online application that allows users to set up tiers of visible control and to monitor activity 365/24/7. GPOExpress also allows users to create unique identifiers that can be attached to each job placed on the program.

**Reduce** See your printing costs reduced by using your GPOExpress Card at over 1,800 locations. Whether online, at a FedEx Office location, or via the phone, all you need to save is your GPOExpress Card.

**Report** Use the online reporting tools in eView or meet with your GPO program advisor for quarterly business reviews and in-depth discussions on program enhancements, account activity and future planning.

**Achieve** Achieve your goals of reducing budget, managing teleworking practices, implementing cloud computing, and more.

Visit the GPOExpress Web site at [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress) for more information and to sign up to receive GPOExpress notices and pricing details.

If you have questions about the GPOExpress program, please contact your GPO National Account Manager (NAM) **1.202.512.1904** | [nam@gpo.gov](mailto:nam@gpo.gov)

For the FedEx Office nearest you, go to [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress) or call **1.866.815.4428**.



## GPOExpress Fast Facts

- There are over 200 federal agencies currently using the GPOExpress program and over 4,000 GPOExpress cards currently issued.
- GPOExpress was started in 2005.
- Participating agencies have seen publically announced savings of up to 80% off retail pricing.
- To date, the GPOExpress program has successfully completed over 61,000 transactions.
- With the GPOExpress program the average turnaround per transaction is less than 24 hours.
- The average GPOExpress transaction is less than \$500 per cardholder.
- To date the GPOExpress program has saved users over \$21 million.

For more information on this program and other GPO programs, please visit our Web site at [www.gpo.gov](http://www.gpo.gov).