

**FEGLI 2004 Open Season Materials
ORDER FORM**

Your Agency Headquarters Federal
Benefits Officer's Name: _____

Ship To (Name): _____

Agency/Bureau: _____

Address : _____

Daytime Telephone: _____

Email Address: _____

PRINT CLEARLY!

Place Orders By July 30 to ensure receipt
by Open Season

Email Orders To:
agencyhelp@fegli2004.com

or
Fax Orders To:
(973) 667-1677

**Number of Eligible
Employees at this Location:** _____

**See BAL 04-205 for more details on the ordering
process**

***NOTE: Must be a street address. Shipments cannot be made to Post Office Boxes.
If you have multiple shipping locations, you must submit a separate form for each location.**

DESCRIPTION	GUIDELINES	QUANTITY
ENROLLMENT MATERIALS EMPLOYEES MUST RECEIVE		
FEGLI 2004 Open Season Enrollment Packets <i>*Check your choice of distribution option(s)</i>	<ul style="list-style-type: none"> ONE per eligible employee 	
1. Send to employees' home addresses	<ul style="list-style-type: none"> Provide mail file to Federal Direct by 07/30/04. See BAL 04-205 for details. 	
2. Send to the following vendor for mailing: Name/Address: _____ _____ _____	<ul style="list-style-type: none"> If you wish to have your own vendor mail the packets to your employees, you must provide the vendor's name and address to the left. With this option, you are responsible for the cost of the vendor mailing to your employees. 	
3. Send to location shown at the top of this form	<ul style="list-style-type: none"> You will distribute the materials to your employees. ALSO order a few extras to have at the agency in case employees lose theirs (even if you use a vendor) 	
SUPPLEMENTAL MATERIALS		
Posters	<ul style="list-style-type: none"> ONE poster per 50 employees 	
<ul style="list-style-type: none"> Small (8 ½ x 11) Large (17 x 23) 		
Tent Cards	<ul style="list-style-type: none"> 200 maximum per location 	
Videos Select Format: CD-ROM (1) VHS (2)	<ul style="list-style-type: none"> You may want to order sufficient copies so that employees can visit their local human resources office and borrow a video to view individually. 	
Videos (Closed Caption) Select Format: CD-ROM (3) VHS (4)		
Meeting in a Box (includes PowerPoint presentation and Speaker's Notes on CD-ROM and hard copy, One Enrollment Packet, One Video, Email Messages, and Two Small Meeting Posters) Select Video Format: CD-ROM VHS Closed Caption	<ul style="list-style-type: none"> ONE per agency location holding Informational Meetings The video included in the Box is the same as the above video 	
Extra Meeting Posters (to announce Date/Time of Meeting)	<ul style="list-style-type: none"> ONE poster per 50 employees 	
<ul style="list-style-type: none"> Small (8 ½ x 11) Large (17 x 23) 		
Open Season Election Forms (FE-2004)	<ul style="list-style-type: none"> Forms are already included in Enrollment Packets. You may order a few extras. 	
FEGLI Program Booklets -- 50th Anniversary Edition (FE-76-21)	<ul style="list-style-type: none"> Order ONLY for anticipated new hires through the end of 2004. 	