

SUBJECT: FSAFEDS Open Season Printed Material Request

FSAFEDS, the Federal Flexible Savings Account Program, needs to know what quantities of FSAFEDS printed materials you would like to have to distribute to your agency's employees during the upcoming 2004 Open Season.

The pieces we are producing include:

- a general overview brochure (trifold, approx. 3-3/4 x 8-1/2)
- an eligible expense brochure (trifold, approx. 3-3/4 x 8-1/2)
- an enrollment poster (approximately 11 x 14)
- a new hire kit (pocket folder with both brochures and an enrollment letter)

FSAFEDS will produce and ship these materials at no cost to your agency.

To order these printed materials from FSAFEDS, please send an email to fsafeds-hr@shps.net with the following information.

- Email subject line: enter "Printed Material Request"
- Contact name
- Contact telephone number
- Complete shipping address
- Quantity of each brochure requested
- Quantity of posters requested
- Quantity of new hire kits requested (3 – 4 month supply)

If you are ordering materials for more than one location, please enter the requested information into an Excel spreadsheet attached to your email and indicate separate contact information and quantities requested for each location.