



Client Checklist

STEP 1

CLIENT INFORMATION

Please enter all information in the fields to the right.

CLIENT NAME

CLIENT EMAIL

CLIENT PHONE NUMBER

NUMBER OF EMPLOYEES

CHECK THE ITEMS REQUIRED

ADDITIONAL
VERSION

SPANISH
VERSION

4-Page Benefit Guide (3 credits)*

8-Page Benefit Guide Upgrade
(3 credits)

THE FOLLOWING ARE ONE CREDIT EACH

Poster

Postcard

Table Tent

OE Flier

Rate Sheet

HDHP Flier

HDHP Mailer

New Benefits Flier

PPO Flier

HMO Flier

Choose the Right Provider Flier

HRA Flier

Intake Flier

Payroll Stuffer

Brainshark Video Library

TOTAL NUMBER OF CREDITS USED: _____

*Additional guide versions are two credits each.

STEP 2

PROJECT INFORMATION

6

CREDITS AVAILABLE

Congratulations, you have six communication credits available to get you started! Use the list to the left to manage your deliverables. If you need additional items, please reach out to your HUB Account Manager, who will be more than happy to discuss your options.

DID YOU SEND THE COMPANY LOGO (AS .JPEG, .EPS OR .AI)?

YES

NO

FINAL MEDIUM

FINAL NEEDED BY**

PDF

PRINTED*

*Please allow an additional week if professionally printing.
**Expect a two-week turnaround time between initial draft and final product.