

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

8-Page Benefit Guide (3 credits)*

8-Page Interactive eGuide (3 credits)*

12-Page Guide Upgrade (3 credits)*

THE FOLLOWING ARE ONE CREDIT EACH

Poster

Postcard

OE Flyer

Rate Sheet

QEX/Made For You Flyer

Table Tent

HDHP Flyer

HDHP Mailer

New Benefits Flyer

PPO Flyer

HMO Flyer

Choose the Right Provider

Flyer HRA Flyer

Payroll Stuffer Brainshark

Video Library

THE FOLLOWING IS TWO CREDITS

Benefit Spot**

TOTAL NUMBER OF CREDITS USED: _____

*Additional versions are two credits each.

**Additional versions are one credit each

STEP 2

PROJECT INFORMATION

12

CREDITS AVAILABLE

Congratulations, you have 12 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

PDF

PRINTED*

FINAL NEEDED BY**

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