HUB

C&D Core Client Checklist

EMERGING MARKET

Step 1 | Client Information

Please enter all information in the fields below.

CLIENT NAME	PLAN YEAR EFFECTIVE DATES
CLIENT EMAIL	OPEN ENROLLMENT (OE) DATES
CLIENT PHONE NUMBER	ACTIVE OR PASSIVE ENROLLMENT
NUMBER OF EMPLOYEES	MEDIUM PREFERENCE (PRINT OR DIGITAL)

6 credits per plan year

3 credits for first guide version

Step 2 | Project Information

Use this list to select your preferred deliverables and send to your HUB Account Manager (AM) along with your company logo (.JPG, .PNG, .EPS or .AI formats preferred). If you need additional items, please reach out to your AM, who will discuss your options.

Things to Remember

You may be asked to confirm details about your preferences or enrollment in order to complete your communications. This may include, but are not limited:

- Cover/Artwork Preference
- OE Meeting Details
- Key Messages to Convey
- Enrollment Platform
- Button Selection (Benefit Spot)

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

	ADDITIONAL VERSIONS*	SPANISH VERSIONS**
Benefit Guide (select one format)		
❑ 8-Page Benefit Guide (3 credits)		
❑ 8-Page Interactive eGuide (3 credits)		
❑ 4-Page Benefit Guide (3 credits)		
Supplemental Pieces (1 credit each)		
❑ Made For You (QEX) Flyer		
❑ OE Digital Display Ads		
❑ OE Flyer		
❑ OE Poster		
❑ OE Postcard		
❑ Rate Sheet		
❑ Recruiting Flyer		
❑ Wallet Card		
Technology Solutions		
❑ Benefit Spot Mobile App (2 credits)		
❑ Benefit Source Web Page (3 credits)		
Complimentary Communications		
❑ Educational Flyers		
❑ Brainshark Video Library		

**Additional versions are available as follows for each version: Benefit Guides (2 credits), Supplemental Pieces (1 credit), Benefit Spot (1 credit), Benefit Source (3 credits).*
***Translation is handled by an external vendor, and the cost is billed to the office or client.*