

# **YOUR COMPANY**

**Feb 1, 2008 – Jan 31, 2009  
Benefit Information Packet**

# Your Company

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\***NOTE:** Employee class will be listed on lower right corner of Welcome Letter.

# IMPORTANT NOTICE

Employee Name: \_\_\_\_\_

**Please return the enrollment forms to your employer by:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## PLEASE READ BEFORE COMPLETING YOUR ENROLLMENT FORMS

Starting a new job is an exciting experience. To assist you in this transition, your employer has chosen ClientServ to help you with any questions or concerns about the benefits that your employer provides.

ClientServ can provide you with information about your benefits, outline of coverages, effective dates, waiting periods, pre-existing conditions, etc. We also have Spanish and Hmong translators.

It is important that you take the time to read all the information provided and write down any specific questions you need answered before you call ClientServ.

Your employer wants all your questions and concerns addressed completely before your benefit plans become effective. You can reach us Monday through Friday between the hours of 8:00 a.m. & 4:30 p.m., at 952-368-4900 or 1-877-380-7378 outside the metro area.