

Enrollment Starter Kit Order Form

If you need help filling out this order form or have questions about the customized enrollment booklets we offer, please contact a Plan Support Specialist at:

helpdesk@drs401k.com
888.377.4015

1. Company Information

Company Name

Plan Name

Plan Number

Name Company Contact

Signature of Company Contact

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Phone Number

Email Address

The company will automatically be invoiced for this order unless otherwise indicated below.

The company should not be invoiced. Send invoice to: _____

2. Ship To:

Contact Name

Company Name

Street Address (no P.O. Boxes)

Street Address 2 (no P.O. Boxes)

City

State

Zip Code

3. Order Form

<i>Quantity</i>	<i>Price</i>	<i>Total Price of Order*</i>
	\$2.50 each	\$

*\$50 Minimum Fee Per Order

Booklets are printed and shipped via UPS Ground within 10 business days of order receipt. A shipping charge will be assessed to your order if a shipping method other than UPS Ground is requested.

4. Submit Order

Carefully review your order and **fax** the completed order form to Digital Retirement Solutions at:

303.485.9009

DRS will send you an email confirmation of your order upon receipt of your request. If you are not contacted within 24 hours of submitting your request, please contact a Plan Support Specialist at helpdesk@drs401k.com or (888) 377-4015.