

Group Benefits Materials Re-Order

Please fax completed form to: 1-800-230-2520

OR mail to:

Manulife Financial, Supply Department, P. O. Box 1650, Waterloo ON N2J 4V7

Inquiries: 1-800-268-6195

For your convenience, many standard claim and administration forms are available on our Internet Web site at www.manulife.com/groupbenefits. Forms pre-filled with plan specific information are available on our Internet Secure Sites for groups with negotiated access to these sites.

1 Requestor information

Plan number	Account number	Plan sponsor	
Number of plan members	Order requested by	Telephone number ()	Date (dd/mmm/yyyy)

2 Order information

*** Important:** Please be sure to include form numbers to ensure your order can be processed quickly and accurately. Form numbers can be found on the front or back bottom right-hand corner of most forms.

****To ensure you always have the most recent version of forms on-hand, we recommend that you order a maximum 6-month supply.**

Form number*	Description of form	Number of forms required**	Manulife Financial use only	
			Enclosed	To follow

REMINDER: Do you need to order additional quantities of this Materials Re-Order form? (minimum order quantity: 10)

Benefit booklets

Please be sure to include the Class Code/Description when ordering booklets.

Benefit Booklet Re-Order			Manulife Financial use only	
Class Code/Description	Number required	Enclosed	To follow	

3 Shipping information

Please print clearly - this is your shipping label

Company name		
Attention		
Street address		
City	Province	Postal code

Important

Please provide the complete address to which your order is to be delivered.