Brochure Quantity Form for Fee-for-Service Plans

Plan Name _____

The total quantity of brochures chargeable to the Federal Employees Health Benefits (FEHB) Program for your plan is shown below. This quantity was determined by using the formulas shown. Any quantities ordered over this amount will not be chargeable to administrative expenses under the FEHB Program. All brochures must reach their destinations by October 15, 2001.

Agency quantities (determined by OPM)		_____
Plan enrollment as of March 31, 2001		_____
Number of organization members not enrolled in Plan		_____
	Subtotal	_____
10% of subtotal for Plan's stock (Rounded to 100)		_____
Total FEHB quantity order for Plan brochure (Rounded to 100)	Total	_____

Mail _____ brochures to your OPM Contract Specialist.

Send to: Office of Personnel Management
Office of Insurance Programs
Attn: *{put the name of your contract specialist}*
1900 E Street NW, Room 3424
Washington, DC 20415-0001