



REQUEST FOR GROUP  
INSURANCE SUPPLIES

To order forms:

Mail: 47 S. Commerce Way, Bethlehem, PA 18017

Fax: 610-807-8757

E-mail: Order\_Forms@glic.com

Or visit our website at: www.theguardian.com

Group Plan Number: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Requested By: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

**Form Order:** (See reverse side for additional information.)

Form Number	Description	Qty. Req.

**Certificate Booklet Order:** (See reverse side for additional information.)

Qty.	Plan Class #	Plan Option #

Shipped Date:	Filled by:	Shipped by:
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Please complete the shipping label below and indicate your correct street address.  
Your order cannot be shipped to a post office box.  
(Do Not Detach)



47 South Commerce Way, Bethlehem, PA 18017

Name of Company		Plan #	
Attention of			
Number & Street Address			
City	State	Zip	

Form Orders:

Most Group Form numbers begin with either the prefix "GG" or "PUB" and can be found in the upper or lower corners of the form. Indicate this number when placing an order. If you can't find the form number, please mail or fax this requisition with a sample of the form you need.

Certificate Booklet Order:

If your plan has more than one insurance class and/or option, include the class and/or option for which you need booklets. You will find this information on the bottom of each page of your certificate booklet. If you need more than one class and/or option indicate the quantity needed for each one.

Plan number → **654321/A/0001** ← Class  
↑

Example:

Qty	Plan Class #	Plan Option #
50	0001	A
10	0002	B