

Inspire employees to **understand, appreciate,** and get the most out of their benefits

A **beautifully designed benefits guide** that's easy to navigate motivates employees (and spouses) to learn more about their benefits and make better-informed, money-saving decisions.

We offer a **wide variety of unique design styles and user-friendly layouts** that can be tailored to your brand guidelines and colors.

Additional companion pieces like **flyers, USPS postcards, home mailers, posters, at-a glance brochures, and more** can also be created in the same style as your guide.

NEW! Embed our **Employee Benefits AI Agent** in your guide to answer employee questions and free up HR and benefits teams.



[View Benefits Guide Templates](#)

[Learn More About Companion Pieces](#)

[Learn More About the AI Agent](#)

Guide-Customization Options

All benefit guide products include industry-experienced project management and professional design services.

Required Materials

To get started, please provide:

- Your chosen style
- Your branding guidelines: logos (EPS, AI or 500-dpi PNG), colors, etc
- Your completed intake form

Use QR Codes

Add QR codes to your printed pieces to drive employees to your benefits guide or microsite. We'll create the codes for you at no cost.

Premium – Most popular

\$4,000

Choose a professionally designed template from our library. We'll **customize it with your logo, colors, and benefits details**. For the guide interior, we can flow in content from your existing guide or use our professionally written best-practice language as a starting point. You also have some flexibility in the layout including reordering, adding, or deleting pages for carrier extras or other offerings not shown in the template. Includes eight rounds of edits. Estimated timeline is three to six weeks.

Custom Design – Most flexible

\$7,500

With this option, you get a professionally designed benefits guide in a **custom style developed for you**, utilizing a choice of layout design and your brand guidelines, images, graphics, fonts, and benefits details. For the interior pages, we can flow in content from your existing guide or use our professionally written best-practice language as a starting point. Includes 15 rounds of edits. Estimated timeline is six to eight weeks.

Optional Guide Versions

Alternate group \$1,250
Spanish version \$2,000
Foreign language \$2,500

Printing and Mailing Services

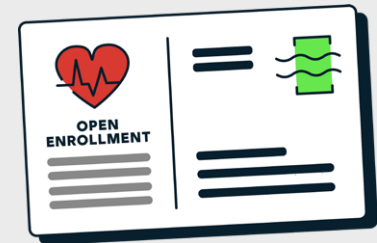
Flimp can manage the printing and mailing of your benefits guide and other materials. Contact your account manager for a quote.

Benefits-at-a-glance brochures, flyers, presentations, postcards, posters and more

Improve employee engagement and education during open enrollment with a variety of benefits companion pieces customized to your needs.

Flimp offers a wide range of affordable print/mail educational pieces for employers that are branded and customized with **appealing styles, designs, foreign-language options, and user-friendly layouts.**

If you don't see what you're looking for, just ask your account manager. Chances are we can do it for you.



[View Companion Examples](#)

Benefits Materials Customized for Your Employees

All pieces are available in your **choice of 13 styles** or custom design and include three rounds of edits.

Benefits-at-a-Glance Brochures

Summary of employer-provided benefits in a brochure with up to four pages

Estimated timeline: two to three weeks

Cost: \$2,000

Foreign language: Spanish \$1,000

Other: \$1,250

Custom: +\$500 fee

Add'l pages: \$250 each

20XX BENEFITS AT A GLANCE

(ABC Salaried Employees)
Benefits Effective
January 1, 20XX - January 31, 20XX

Eligibility

You are eligible for coverage beginning the first of the month following hire date if you are an active, full-time employee working at least 30 hours per week.

Medical Plan

Carrier Name: [Name]
Policy Number: XXXXX
Phone Number: XXX-XXX-XXXX
Website: [web address]

	PLAN 1	PLAN 2	PLAN 3
Per month			
Employee Only	\$15.00	\$25.00	\$35.00
Employee + Spouse	\$25.00	\$45.00	\$55.00
Employee + Child(ren)	\$35.00	\$55.00	\$65.00
Employee + Family	\$45.00	\$65.00	\$75.00

	PLAN 1	PLAN 2	PLAN 3
Network	GP, HMO, PPO, HSA, NATIONAL	GP, PPO, NATIONAL	GP, PPO, NATIONAL
Doctor (Copy/ICD/Specialist)	Ded + Coins	\$15/\$40	\$15/\$40
Deductible (Individual/Family)	\$1,500/\$3,000	\$750/\$1,500	\$750/\$1,500
Coinurance (Insurance/Member)	60%/20%	60%/20%	60%/20%
Out-of-Pocket Maximum (Ind/Fam)	\$3,000/\$6,000	\$2,400/\$4,800	\$2,400/\$4,800
Out-of-Network			
Deductible (Individual/Family)	\$1,000/\$2,000	\$1,000/\$2,000	\$1,000/\$2,000
Coinurance (Insurance/Member)	60%/40%	60%/40%	60%/40%
Out-of-Pocket Maximum (Ind/Fam)	\$6,000/\$12,000	\$6,000/\$12,000	\$6,000/\$12,000
Out-of-Network Services			
Urgent Care	Ded + Coins	\$25 Copay	\$25 Copay
Emergency Room	Ded + Coins	\$250 Copay	\$250 Copay
Prescription Drugs			
Deductible	Combined w/ med	\$0	\$0
Retail Generic/Brand/Non Formulary	Ded + Coins	\$15/\$35/\$50	\$15/\$35/\$50
Mail-Order Generic/Brand/Non Formulary	Ded + Coins	\$10/\$20/\$25	\$10/\$20/\$25
Specialty	Ded + Coins	50% up to \$800	50% up to \$800

HEALTH SAVINGS ACCOUNT (HSA)

Carrier Name: [Name]
Policy Number: XXXXX
Phone Number: XXX-XXX-XXXX
Website: [web address]

Members who choose to participate in the HSA (HSA) plan are eligible to open and contribute funds to an HSA account. Your funds may be used to pay for qualified medical expenses.

	20XX	20XX
Age	\$1,000	\$1,000
Age 55+	\$1,000	\$1,000

Additional Catch-up up to \$1,000

FLEXIBLE SPENDING ACCOUNT (FSA)

Carrier Name: [Name]
Policy Number: XXXXX
Phone Number: XXX-XXX-XXXX
Website: [web address]

Eligible employees may contribute their salary to participate in the Flexible Spending Account (FSA) and benefit from the tax advantages of the FSA.

	20XX	20XX
Dependent Care	\$5,000	\$5,000
Health & Dental	\$2,500	\$2,500

DENTAL PLAN

Carrier Name: [Name]
Policy Number: XXXXX
Phone Number: XXX-XXX-XXXX
Website: [web address]

Dental coverage is offered for basic and major services. The dental plan also includes dental coverage for preventive care. You and your eligible dependents may enroll in one of the two dental coverage options administered by [Carrier Name].

	20XX	20XX
Employee Only	\$15.00	\$15.00
Employee + Spouse	\$25.00	\$25.00
Employee + Child(ren)	\$35.00	\$35.00
Employee + Family	\$45.00	\$45.00

VISION PLAN

Carrier Name: [Name]
Policy Number: XXXXX
Phone Number: XXX-XXX-XXXX
Website: [web address]

Your vision insurance is provided by [Carrier Name] and entitles you to specific eye care benefits. Our plan covers routine eye exams and other services, and provides specific dollar amounts for discounts for the purchase of eyeglasses and contact lenses.

	20XX	20XX
Employee Only	\$15.00	\$15.00
Employee + Spouse	\$25.00	\$25.00
Employee + Child(ren)	\$35.00	\$35.00
Employee + Family	\$45.00	\$45.00

LIFE & DISABILITY

All eligible employees are automatically enrolled in the Life and Disability plans that [Carrier Name] provides, through our carrier.

Life and AD&D

[Carrier Name] provides eligible employees with Life and AD&D insurance. The Life and AD&D benefits are provided through our carrier.

Short Term Disability

Short Term Disability is an employee-paid benefit and employees are automatically enrolled. Monthly benefits are provided for up to 12 weeks of disability. Employees who are on Short Term Disability may continue to work and receive their salary. Employees who are on Short Term Disability may also receive their disability benefits. Employees who are on Short Term Disability may also receive their disability benefits.

Voluntary Term Life and AD&D

You have the opportunity to purchase a Term Life Insurance policy with [Carrier Name]. In addition to your existing Life and AD&D benefits, you may purchase additional Voluntary Term Life and AD&D insurance. Employees who are on Short Term Disability may also purchase Voluntary Term Life and AD&D insurance.

PARENTAL LEAVE

Carrier Name: [Name]
Policy Number: XXXXX
Phone Number: XXX-XXX-XXXX
Website: [web address]

Eligible employees are entitled to paid parental leave following the birth or adoption of a child. Employees who are on Parental Leave may continue to work and receive their salary. Employees who are on Parental Leave may also receive their disability benefits. Employees who are on Parental Leave may also receive their disability benefits.

401(K) RETIREMENT PLAN

Carrier Name: [Name]
Policy Number: XXXXX
Phone Number: XXX-XXX-XXXX
Website: [web address]

Eligible employees may elect to defer on the first day of the month following your date of hire. Information on how to complete account set-up with Fidelity Investments will be provided to you within 7-10 days of your start date.

Click thumbnails to view in browser window

Home Mailers

8.5"x11" bi-fold, four-panel mailer



Est timeline: 2 to 3 weeks
 Cost: \$2,000
 Custom: +\$500 fee
 Foreign lang: Spanish \$1,000
 Other \$1,250

Click thumbnails to view in browser window [🔗](#)

Required Materials

To get started, please provide:

- Your chosen style
- Your branding guidelines: logos (EPS, AI or 500-dpi PNG), colors

Use QR Codes

Add QR codes to your printed pieces to drive employees to your microsite or benefits guide. We'll create the codes for you at no cost.

Final Delivery

We provide PDFs and print-ready artwork; there are additional charges for printing and mailing.

Review Process

Your project manager will set up a kickoff meeting to set expectations and review the process with you.

We'll use our review platform to provide drafts and capture edits from your team.

Posters, Flyers, Rate Sheets and USPS Postcards



Est timeline: 1 to 2 weeks
 Cost: \$1,000 each
 Custom: +\$500 fee
 Foreign lang: Spanish \$500
 Other \$750

Slide Presentations



Created from your benefits guide
 Est timeline: 2 to 4 weeks
 Cost: \$4,000 each

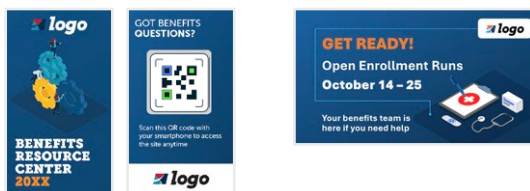
Table Tents * NEW *



Est timeline: 1 to 2 weeks
 Cost: \$750

Benefits Reference Cards * NEW *

Banner Design * NEW *

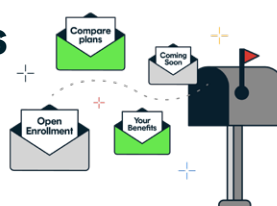


Est timeline: 1 to 2 weeks
 Cost: \$500

Printing and Mailing Services

Flimp can manage the printing and mailing of your companion pieces to employees.

Contact your account manager for a quote.



Timelines

The timelines provided are **general estimates and may vary based on client or broker responsiveness, content organization and plan readiness**. Flimp makes every effort to meet client needs, but clients should plan according to these estimates.

Timelines exclude translations, printing and mailing. Alternate and foreign-language versions cannot begin until the primary version is complete and require additional time.