

Premium Fax/Mail Service

Premium Fax/Mail Service is the perfect solution if you process fewer than twelve plan documents a year, and desire a more "hands-on" approach.

SunGard's Relius Documents Service Bureau expert staff will review your entries and apply special language upon request. Using the Premium Fax/Mail Service is as simple as completing a checklist or adoption agreement specifying the plan design options you choose and returning it to Relius Documents.

Relius Documents checklists and adoption agreements are developed by SunGard's Relius pension experts who have been writing and refining plan documents over the years and breaking them down into a series of questions for the various plan types. Select from different packages containing various supporting forms.

Submit your checklist or adoption agreement by **faxing/mailing** it to Relius Documents Service Bureau for processing. You're done. In ten-days or less, Relius Documents Service Bureau will produce your document package and return it to you in the mail. Rush (three day) or express (one day) services are also available.

In that ten-day period, Relius Documents Service Bureau team of experts will:

- Identify conflicting selection choices
- Verify inserted information has been filled in appropriately
- Confirm correct spelling
- Make sure all necessary provisions have been selected as required by the checklist
- Interpret any "special language" and insert the language in all proper paragraphs throughout ALL the requested documents or forms, as needed (Extra fees may apply)

If your checklist choices or any special language needs revisions, a consultant will call you to discuss the details. If your language is very complex, Relius Documents Service Bureau staff can send you a draft of your plan document. Upon completion, you will receive the final plan document package printed on high quality "bond" paper. You may request your documents be e-mailed to you in Adobe Acrobat PDF format. Relius Documents Service Bureau will also maintain the history of your file so you can request future changes, if needed.

For more information, call 800-326-7235, ext. 1100.