



**ACUMENT-BELVIDERE EMPLOYEE INSTRUCTIONS
ORDERING PRESCRIPTION SAFETY EYEWEAR**

1. Pick up your Safety Eyewear Order Form from your safety director or supervisor and have it signed and dated (if required by company standards).
2. If you do not have a current prescription (less than 2 years old), please call one of the local providers on the list provided, or an eye care center of your choice, and schedule an eye exam. A prescription less than 2 years old is required to order safety glasses.
 - a. Eye exam costs are responsibility of employee.
3. Employee will fill in their personal information on the Form. (Top left of form with name, employee ID#, phone, etc.)
4. Take the Order Form and your current prescription to the provider location of your choice.
5. An optician at the provider location will help you pick out the style of lenses and frames that best suit your personal needs from your company's program. Sample frames will be available at the provider locations to aid you in selection as well.
 - a. There are 12 frame options for you to choose from in various colors and sizes.
6. The optician will fill out the remainder of your order form and send it to Hi-Tech Optical.
7. Once Hi-Tech has manufactured your glasses, they will be sent back to the provider location. An optician at the provider location will contact you and let you know you can come in to pick up your glasses.
8. When picking up your glasses they will be cleaned again and you will receive a professional fitting for any adjustments that are needed.

Providers

Family Optical Center
State Street Market
6410 East State Street
Rockford, IL 61108
P: (815) 397-2020

Family Optical Center
304 N. State Street
Belvidere, IL 61008
P: (815) 544-3431

Program Includes

- Polycarbonate Lens
- Single Vision, Bi-Focal D-28, Tri-Focal 7x28, or Progressive (Standard)
- Any Prescription Power, Any Prism, Any Multifocal Prescription Add Power
- Selection of Frames (12)
- Eyeglass Case
- Shipping (First Class Mail)

(Please see Safety Eyewear Order Form for complete list of available options)
Employee's can only choose from the options listed on the Order Form

Any questions please contact Customer Service at

Hi-Tech Optical: 1-800-638-1171 or Fax: 1-800-806-1663