

## Instructions on Employee's Free Pair of Glasses

### Marion Eye Centers & Optical

#### **PLEASE READ—CHANGES HAVE BEEN MADE!!**

1. Employee has to receive a voucher for one pair of glasses with their name on it.
2. Employee can only pick from material and coatings listed on the LENS MATERIAL & FRAME AVAILABILITY LIST. (Any questions about lenses not on the list please call John/Deb/Central Supply for approval)
3. A job cannot be put into Compulink until you have an employee free pair voucher.
4. Put job into Compulink . Choose WALMAN as your lab. DO NOT transmit to Visionweb/Optifacts. Once you get to the ledger, you will zero out the pricing and then you choose the reason to be Employee Free Pair.
5. In the Lab Notes area in Compulink, put EMPLOYEE FREE PAIR. This will allow Central Supply to hold the job until the card is received along with the job @ Central Supply.
6. Pull frame off of your board or choose CS to send for you. Send order with voucher to CS in your CS tub.
7. Employees MUST use their voucher within their anniversary month.

#### **ABSOLUTELY NO REMAKES/WARRANTIES ON FREE PAIRS**

**\*\*EMPLOYEE FREE FITS ONLY APPLY TO ACTIVE MEC EMPLOYEES\*\***

**(VOID IF NON ACTIVE EMPLOYEE)**