

Instructions For Ordering Prescription Safety Eyewear

1. Basic Program

- a) Use one form for each pair of Safety Eyewear
- b) **EMPLOYEE ADVANCE-PAY UPGRADES:**
 - Standard Level 1 Progressive lenses - **\$35.00**
 - Level 4 Progressive lenses (Varilux Comfort) - **\$70.00**
 - Anti-fog coating - **\$28.00**
 - Anti-reflective coating - **\$39.00**
 - Photochromic Life Rx lenses – **\$45.00**

Upgrades require advance payment by personal credit card (No Checks or Cash).

Please provide a contact phone number and/or email address at the bottom of the order form

U.S. Safety will contact you for your credit card to pay for any upgrades.

2. Supervisor will fill in the following information:

- a) Supervisors name, signature, outside phone number, email address, cost center (last 4 digits of credit card on file), and expiration date
- b) Employee name and employee number

*****Supervisors Please Note:** if your credit is not on file with U.S. Safety please contact our customer service department - Renee Bennett 800-821-5218 x 1.

3. Employee will take Rx form & a copy of his/her prescription to a NS approved fitter for completion of Rx information.

- a) Fitter should complete mailing address in the Box marked “ship to”
- b) Fax or email to:

U.S. Safety Fax: 800-428-7304

U.S. Safety Email: orders@ussafety.com

4. U.S. Safety will return the finished eyewear to the fitter listed in the ship to address on the order form.

5. Supervisors: the invoice will be emailed to you providing we have you setup in our credit card file including your email address.

Any dispensing/fitting fees associated with ordering safety prescription glasses is the responsibility of the employee at time of order. If you utilize one of the U.S. Safety Eye Care Providers listed on the Norfolk Southern/US Safety website for your eye exam, dispensing fees will normally be discounted. Fees do vary from provider to provider. Feel free to contact the provider ahead of time to verify dispensing fees.