

SHERWOOD MANAGEMENT CO., INC.

Executive Offices for DANIEL'S JEWELERS
Offices for J H L Development

All SMC and Store Associates:

Re: Group Medical and Dental Information

Many documents and forms have been provided on the Intranet to support the open enrollment and new enrollment process.

All required forms, instructions and disclosures will be provided to each eligible employee in hard copy form at the appropriate time. Open enrollment materials will be provided to all eligible associates through a store or SMC department delivery once the open enrollment period begins. Associates who are first eligible after the open enrollment period ends will receive the appropriate material in an individual envelope delivered to the store or SMC department.

Copies of all material provided in hard copy and some additional, optional disclosures are provided on the Intranet so that you can replace (select and print) a form that you may have mis-placed and to quickly select and print an optional disclosure form.

Due to limited Intranet and printing resources in each store, do *NOT* attempt to review or print documents you expect to receive in hard copy and do *NOT* attempt to review and print a large number or replacement or additional documents using the Web Workstation.

If you need a replacement hard copy of any form, instruction or disclosure you may also contact Stephanie Little at (310) 846-5632.

Thank you,

Art Ronci
Senior Vice President

