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## HPE Retiree Gift Order Form

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If you did not receive your retiree gifts before you left HPE, you may now order the gifts directly. Once the order is submitted, you will receive a confirmation email that contains order details, an estimated shipping timeline for each item (retiree gift and gold badge will ship separately), and vendor contact information. Gift will be shipped directly to retiree.

### Manager Information

Mandatory section to be completed. Orders will not be received without this information.

- Manager employee ID:
- Manager First Name:
- Manager Last Name:
- Manager HPE email:
- Manager Phone Number:
- Manager Cost Location Code:
- Lighthouse Cost Center:

### Retiree Information

Mandatory section to be completed. Orders will not be received without this information.

- Retiree employee ID:
- Retiree First Name:
- Retiree Last Name:
- Name exactly as it's to be engraved on retiree gift and gold badge
- Retiree Business Group / Global Function (select one and delete ones not relevant)
  - Aruba, Data Center Infrastructure, HPSW, PointNext, Financial Service, Global IT, Finance, Global Operations, HR, Marketing & Comms, Legal, Sales
- Retirement Date
- Retiree Address:

### Comments / Special Instructions for Vendor

Add any special comments here

Complete this form and submit it **HPE Retiree Program Office**.