

BASIC GUIDELINES

Certificates of Insurance

Certificates may be issued by the Producer on ACORD certificate forms only.

We welcome receipt of a copy *of All Certificates*, including an A.I. or not, but any Cert with an AI involved is Required to be copied to Amcom, to be retained with the policy file for the duration of the required regulatory record keeping standards by state.

Alterations to Standard ACORD Certificates are to be avoided, but may be necessary in some cases and when alterations are required the following guidelines are to be applied:

Clear all alterations with an Amcom Underwriter before dispersing the Certificate

'Additional Insured' or 'Waiver of Subrogation', or 'Primary' wording additions require reference to the correct form number or the Certificate will be voided.

Utility Companies or other entities requiring completion of their own certificate and/or their own endorsement form require prior approval of an Amcom underwriter, and Amcom will issue any such approved endorsements or certificates.

A.I. Endorsements

Amcom will issue any/all Additional Insured Endorsements, based on the Certificate information and/or the AI Request form. Copies of the AI endorsement will be returned to the producer within 24 hours

All A.I.'s will be listed in the appropriate A.I. form, blanket and/or individual for policy record keeping accuracy.

Additional Insured Endorsements are available for the charge(s) shown below.

We require a description of the project, the estimated duration of the project, the work being performed by our insured, and the cost of the total project as well as the insured's job cost portion.

Homebuilders, Developers and Homeowner Associations are not eligible for Additional Insured coverage except where required for our contractor to gain access to do work for an individual unit owner.

Scheduled Additional Insured Endorsement Rates

CG 2010 &/or CG 2037

\$100 Each, or 1% of the unmodified liability premium for Blanket, subject to a Minimum Charge of \$500 for Blanket.

All Others: \$100 Per A.I. Endorsement

The 07/04 Date of the CG 2010 or equivalent will be utilized for any significant Products & Completed Operations exposures

Per Project Aggregate

Only available on an individual basis, requires job description, duration (start/finish), total job cost, applicants portion of the job cost, job number and/or name when applicable.

Cost is a percentage rate based on the job cost of applicant, \$100 minimum premium.