

## Procedure for Binding

Once quoted, you can bind 24/7. **All binding requests must be faxed.**

On the bottom of Quote Summary, please complete the following:

- Effective Date Requested
- Indicate Direct Bill or Agency Bill
  - If Direct Bill, indicate number of payments desired  
(See web site for a complete list of pay plans available)
- Have Applicant (or Agent) sign and date.

Fax the Quote Summary as well as a copy of the completed, signed application and terrorism form to 708-426-0124. A signed application & terrorism form is not required to bind the coverage, but it will be required within 20 days of binding. **Please Note—DO NOT email requests to bind.** There is no way to verify the date and time sent.

No application can be back dated. Binding will be issued based on the time and date stamp of our fax machine.

Upon receipt of the above, we will fax a confirmation to you indicating the policy number. At this point, you can provide the insured any certificates, etc they may need. Please fax a copy of all certificates you prepare to 708-426-0124 for the companies files.

Lastly, if Direct Bill is selected, you will receive a mailing label when you get your confirm. Please write the policy number on the insured's down payment check and fold the mailing label where indicated and mail to the address on the mailing label. All down payments must be received within 10 days of binding the policy.

If you have any questions, please feel free to contact us at 708-426-0123.