



Instructions for Reporting Claims

INFORMATION REQUIRED TO REPORT AN AUTO LOSS:

- Date of Loss
- Location of loss
- Description of your vehicle involved: year, make, VIN
- Your Driver's name
- Description of accident, include if there is damage to your vehicle as well
- If there is damage to your vehicle, where can the vehicle be seen
- Name of claimant including phone number & address
- Description of claimants vehicle
- Police Report if available at the time you are reporting the loss

INFORMATION REQUIRED TO REPORT A WAREHOUSE OR CARGO LOSS:

- Bill of Lading and/or Warehouse Receipt
- Furniture Inspections (if applicable)
- Inventories and/or exceptions (if applicable)

INFORMATION REQUIRED TO REPORT A PROPERTY LOSS:

- Date of Loss
- Location in building of loss
- Description of loss
- Information of anything you have done to correct the damage or lessen the damage

INFORMATION REQUIRED TO REPORT A GENERAL LIABILITY LOSS:

- Date of Loss
- Description of Loss
- Name of your Driver (if applicable)
- Description of vehicle; year, make, serial number (if applicable)
- Name of Claimant, include phone number & address
- Any other information regarding this loss

Please forward all information and documentation related to any claim to Aegis Insurance Services.

John Vink
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