



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
Director of Safety and Risk Management
Aegis Insurance Services, Inc.
5755 North Point Parkway, Suite 277
Alpharetta, GA 30022
jvink@ae-gis-online.com
Cell (989) 443-3886