

AGENT/PRODUCER: _____

AGENCY: _____

FAX NUMBER: _____

NAMED INSURED: _____

How do I request coverage to be bound with Westport?

Please fax to 888.871.7644 (Monday through Friday 8:00 a.m. to 3:00 p.m., except legal holidays) during normal business hours. **Request to bind coverage must be received a day before coverage is to be bound with Westport.**

- 1) Desired payment plan (please round to the next full dollar). **Note, accounts generating less than \$4,250 are not eligible for the ten pay option.**
 - a) Annual Pay: Total premium due at inception.
 - b) Two Pay: 60% due at inception and 40% due in 60 days.
 - c) Quarterly Pay: 30% due at inception and 23.33% due each 90 days
 - b) Ten Pay: 15% due at inception and 9.44% each 30 days
- 2) A copy of the down payment check (made out to Westport)
- 3) A copy of the Appalachian Underwriters Quote Sheet
- 4) A fully completed ACORD 130 Workers' Compensation Application

The scheduled rating factor is determined by the answers to the following questions. Please verify and advise of any changes and the quotation will be revised.

- 1) What is the average weekly wage for the governing class code? _____
- 2) Does the employer provide or contribute to an employee health plan? _____
- 3) What is the experience modification: Current Year _____ Prior Year _____

After receipt of the submission we will fax the agent a policy binder within twenty-four (24) hours or one business day.

Note –This quotation is meant to be an estimate subject to successful completion of any applicable applications and/or questionnaires, however, our companies will always have the final approval on all accounts. Coverage cannot be requested without all information.

After all the above information has been faxed please mail the originals to Appalachian Underwriters, Inc., PO Box 1017, Clinton, TN 37717 along with the annual or down payment check within five (5) days from the date of binding. Thank you for the business. Please feel free to give us a call if you have any questions or concerns.