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## Broker of Record (BOR) Procedures

Sometimes Appalachian gets blocked in all of our markets when working on a submission for you. Usually this is because submissions to multiple brokers by the agent, or that the account has several agents competing for the business.

In many instances we can get priority on the account with our carriers when the agent obtains a Broker of Record (BOR) letter on the insured's letterhead. Please follow the format below and return to us with enough time to proceed in obtaining a quote for you.

Warm Regards,

Appalachian Underwriters, Inc.

(Insured's Letterhead)

TO : (Proposed company)

(Date)

We wish to recognize **Appalachian underwriters** (800 Oak Ridge Turnpike, Suite A-1000, Oak Ridge, TN 37830) **as our broker of record for workers compensation**. We wish to recognize (Agents information) as our agent of record. We would like to waive any five day waiting period and would like this to be effective immediately. There will be no rescinding letter to follow.

(Officers Signature)

(Officers Title)

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