

Organization: _____

Organization City/State: _____

Date: _____

To: Reed Sprague, State of Georgia Property & Liability Insurance Agent

From (please print full name): _____

Your title at above-named organization: _____

Re: Basis used for quote(s) for above-named organization's property, liability, automobile, workers' compensation & excess liability insurance coverage

Dear Reed Sprague:

This letter is to confirm our previous conversation(s) regarding the basis for the quote(s) we would like to receive from you for our insurance coverage.

Our organization would like to receive quotes for the following insurance coverage:

Property & Liability (Y/N): _____	Excess ("Umbrella") (Y/N): _____
Auto (vehicles we own) (Y/N): _____	Cemetery (Y/N): _____
Directors & Officers (Y/N): _____	Missions (Y/N): _____
Workers' Comp. (Y/N): _____	School/Day Care (Y/N): _____
Other (Y/N): _____	Specify Other: _____

We understand and agree that:

1. The quote(s) provided by you will be based on your analysis of our liability needs (and on specific liability coverage or coverage levels requested by us) and on your estimates (or those of the insurance company[ies] you represent) of our building, contents & other property replacement cost valuations & estimates, independent of our current insurance coverage & coverage limits.
2. Property owned by us that has unique valuation that is not appropriately determined by you or by the insurance company[ies] you represent (antiques, art work, specialized items, jewelry, rare coins, et al.) will be valued by us, and our valuation of such property will be supported by documentation if so needed. You, or the insurance company[ies] you represent, reserve the right to request from us a current professional appraisal for such property.
3. Churches in Georgia are *generally* required to carry workers' compensation insurance if they have three or more individuals paid for services to the church.

Signature of Authorized Organization Representative

Date Signed