

Before faxing or mailing your submission, please use this checklist to ensure you have included all required documentation.

For faster service, please include a copy of this completed form.

Documentation Required

- _____ ACORD 125
- _____ ACORD Commercial Auto
- _____ Limo Supplemental Application
- _____ **Insured's FEIN is listed all applications (SSN for individuals)**
- _____ Vehicle List
- _____ Currently valued insurance company loss runs for 5 years-including current year (must be valued within the last 90 days)
- _____ Driver List
- _____ Details of any claims \$10,000 or more
- _____ Current financial (25 or more units) and ALL new ventures
- _____ Brief description of risk
- _____ Current MVR's (no more than 60 days old)
- _____ MC- Motor Carrier number and full address, if applicable
- _____ Your Producer email address: _____ **PRINT CLEARLY**
- _____ Insured's complete mailing address: _____ **PRINT CLEARLY**

- _____ Insured's email address: _____ **PRINT CLEARLY**

Failure to include copies of all requested information will result in delay of processing and/or immediate rejection of this submission.

Please mail, fax or e-mail the complete information to:

**Aberdeen Insurance Group
Attn: Tom Downie
1364 Welsh Rd., Ste E 2
North Wales, PA 19454
Voice: (800) 845-4150
Fax: 215-641-1456
aberdeeninsgrp@hotmail.com**

Please send submissions at least 3 weeks prior to policy effective date to allow for quote processing.