



## INSURED CONTACT FORM

Prime's Risk Management Department fosters a mutually beneficial relationship with every insured by taking a partnership approach to the management of each insured's account.

We begin this partnership with a call to the insured where we:

- Welcome the insured to the company,
- Review policy terms, limits, and conditions,
- Establish a direct point of contact for risk management related concerns.

**In addition to the conditions of the policy, below are three requirements that the applicant needs to complete during the policy period:**

1. Return a signed copy of the Policy Receipt Form and Coverage Conditions Summary to the Risk Management Department within 10 calendar days of receipt of the policy.
2. Complete a risk management discussion call within 30 days of the policy being bound.
3. An onsite visit will be completed during the policy period at our discretion. We encourage your agent to also be part of this onsite visit.

**Please complete:**

Owner/decision maker name(s): \_\_\_\_\_

Contact phone number(s): \_\_\_\_\_

Contact email address(s): \_\_\_\_\_

Physical location for business operations: \_\_\_\_\_

Agent contact & agency: \_\_\_\_\_

Agent phone number: \_\_\_\_\_

If you do not receive a phone call within 10 days of the policy being bound, please contact one of our team members at 1-877-585-2851. We are available Monday through Friday, 7:00 AM-6:00 PM Mountain Time.

**By signing below, I understand that I will need to complete a discussion call with the Risk Management Department within 30 days of policy being bound and return a signed copy of the Policy Receipt Form and Coverage Conditions Summary within 10 days of receipt of the policy. I also understand that there may be a required onsite visit completed at my physical location during the policy period to keep coverage in effect.**

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Print applicant's name