

EXCESS & SURPLUS STEP BY STEP GUIDE

OBTAINING PRICING:

1. Exhaust all your standard market options, if you can't place it in the standard market then turn to excess and surplus
2. Submit a quote w/ [NBS](#) and call METGA to quote
3. Send out feeler emails checking appetite with Amwins, Bruns, All-Risk and RPS (ask your team mates for specific contacts)
4. Create a folder for each line you are quoting (GL, AUTO, MTC, EXCESS, ETC.) and create a folder under that folder for each quote request saving all apps, email correspondence, and the eventual quote and quote email under that folder. Each quote request folder should be labeled as WHOLESALER - WHOLESALER CONTACT NAME (For example "QUOTES" - "GL" - "ALL RISK - RICARDO")

FINANCING:

1. If financing is required (i.e. they aren't paying in full) send an email request to Nelson to create the financing agreement and office invoice the subject line should read FINANCE AND OFFICE INVOICE REQUEST - CLIENT NAME - DATE, attach the quote
2. Both the finance agreement and the office invoice will be saved on file under the quote folder they were created for (these documents do not get saved in an issued policy folder till we know a policy is being issued).
3. Using both documents you will be able to provide the down payment (office invoice -total due), the installment payments (finance agreement - installment amount), the total due (down payment from invoice plus installments from finance agreement, IT IS NOT THE TOTAL DIFFERED PRICE ON THE FINANCE AGREEMENT)
****Be aware of the merchant fee, do not miss this step***

PAID IN FULL - NO FINANCING:

1. If financing is not required (i.e. the client is paying in full) send an email request to Nelson OFFICE INVOICE REQUEST - CLIENT NAME - DATE attach the quote
2. The office invoice will be saved on file under the quote folder that it was made for (these documents do not get saved in an issued policy folder till we know a policy is being issued).
3. Using the office invoice you will obtain the paid in full price (office invoice - total due)
4. Send pricing to client
5. Once the client is ready to purchase send the office invoice, finance agreement, and quote (or just the office invoice and quote) to Majda (cc:Nelson) with the subject line as PAYMENT LINK REQUEST - CLIENT NAME - DATE
6. Save the office invoice and your email of the payment link request under a "FINANCE DOCS" folder in the "ISSD XYZ POLICY" folder as OFFICE INVOICE and PYMNT LINK REQUEST
7. While the payment link is being created you will get binding subjectives (binding subjectives are the documents required to be signed before we can bind, these are in the quote email or the quote itself) and the finance agreement signed (if financing). Save the

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binding subjectives under a "BINDING DOCS " folder in the "ISSD XYZ POLICY " folder and save the finance agreement in the "FINANCE DOCS " folder.

8. Once the payment link is up you'll take the payment (save a copy of the receipt under "FINANCE DOCS" as PYMNT RECEIPT) and then send the binding docs to the wholesaler and request the bind (save your email to the wholesaler as "BIND REQUEST" under "BINDING DOCS"). DO NOT REQUEST A BIND UNTIL WE HAVE COLLECTED PAYMENT.
9. Once you have requested the bind you can create a COI if necessary.
10. You will then receive a binder and invoice form the wholesaler (sometimes this is the same day but sometimes this is a week later). Save the binder as "BINDER" under "BINDING DOCS" and the invoice as "INVOICE" under "FINANCE DOCS". Send an email to bind@majdastouchinsurnace.com (cc: Majda & Nelson) with the binder, invoice, finance agreement (if financing), office invoice, and payment receipt attached. The subject should read BOUND POLICY - CLIENT NAME - DATE
11. You will then receive the policy and save it as "POLICY" under the "ISSD XYZ POLICY" folder. this does not need to be sent to anyone just saved