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HASSLE FREE CLAIMS PROCESS

1. FILING A CLAIM:

Using the reverse side of this sheet find your insurance companies information. Internet filing is preferred, type in the *Direct Link to Claim Form* located under the web address in the center column. If the words *Must Call or Log-on* are listed, this means your Insurance Companies website either does not offer online claim filing or a policy number is needed for registration. We then suggest using the toll free number to file.

2. REPORTING YOUR CASE INFO:

Once you have reported the claim the Insurance Company will call you back (normally within 72 hours) obtain the following information:

- **CLAIM #** _____
- **Date and Time of Adjuster Inspection:** _____
- **Name and Ph# of Adjuster:** _____
*** call your FIJI Field Rep. with all this information Immediately***

Rep Name:	Rep.#:
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3. LEARNING YOUR RESULTS:

After the inspection your FIJI Field Rep. will contact you letting you know what your insurance company has agreed to cover.

4. CHOOSING MATERIALS AND COLORS:

Your FIJI Field Rep. will call you to set up a time to go over our products, materials, and a variety of colors they come in. Your Rep. should be able to give you a prospective date for your renovation and discuss scheduling.

5. FINAL INSPECTION:

Upon build completion an inspector from the FIJI Production Dept. will come out and do a thorough examination of the build and property. Pick up any left materials. *note* Any questions or concerns about your project or property should be directed to your FIJI Field Rep. NOT the production inspectors - Thanks

6. INSURANCE CHECKS AND PAYMENT - VERY IMPORTANT!!!

Typically your insurance company will issue two checks for each claim. One issued before the build and one after their inspection of the build. The first check should be issued or mailed upon approval of the claim along with your "INSURANCE ESTIMATE PAPERWORK". Both are needed by FIJI to start the job. In some instances your mortgage company will be listed as a payee on the checks please call your branch for the endorsement process specific to that company.

THAT'S THE PROCESS - IF YOU HAVE ANY QUESTION ALONG THE WAY FEEL FREE TO ASK YOUR REP. FOR INFO

THANK YOU FOR YOUR BUSINESS - FIJI Construction, INC.