



ABBOTT INSURANCE

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Manufacturers Quote Request

Client Name	
Current Insurer	
Due Date	
Target Premium	
Abbotts' Contact	

Please complete all questions as fully as possible and return the form to any Abbott Insurance office. This form is available in paper, Adobe PDF or Microsoft Word 97 making it easier to post, fax or email. Please ask for details.

If you would like this form in large print, please call
01383 511442



CONTACT DETAILS

Company Name & Status	1. Business Name			
	Contact Name			
	Status	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	
		Limited Company <input type="checkbox"/>	Registered Charity <input type="checkbox"/>	
	Address			
	Telephone		Postcode	
E-mail		Fax		
		Web Site	www.	

DEMANDS & NEEDS

- 2.** This Quote Request is fundamental to our research for insurance cover that meets the demands & needs of a business owner who wishes to have insurance cover in place to:
- be indemnified for their legal liabilities to their employees through liability insurance
 - be indemnified for their legal liabilities to the public through liability insurance
 - protect their assets through property damage or theft
 - protect third party assets in their custody through damage or theft
 - protect their business income following an insured event
 - compensate for loss of income when unable to work through personal accident
 - compensate for loss of income when unable to work through personal illness

The details in this Quote Request records the information you have supplied to allow us to research insurance companies and insurance products that meet your requirements.

The information recorded in this document has been material in our assessment of

- 1) your eligibility for insurance policies available,
- 2) the terms and conditions applying to the policies being offered or recommended;
- 3) the insurance premium quoted.

Please check this document carefully. If there are any errors or omissions, please contact us immediately. Failure to do so could result in the subsequent insurance policy being invalidated from inception or a claim being repudiated.

BUSINESS DETAILS

Details	3. Date Established:	
	How many years experience do you have in this trade?	
	Names of Principals:	
	Nature of Business:	
	Please describe fully your business activities	

AREAS OF WORK

Areas of Work

4. In which geographical areas do you work?

UK	<input type="checkbox"/>	Northern Ireland	<input type="checkbox"/>	Europe	<input type="checkbox"/>
WW excluding North America	<input type="checkbox"/>	WW including North America	<input type="checkbox"/>		

What is the maximum height at which you will work?

Does any of your work involve the application of heat?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Does your work involve any hazardous processes?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have answered yes to the above, please give details.

INSURANCE SUMMARY

Current Insurance

5. Current Insurer
Renewal Date

Core Covers

Public Liability	£
Employers Liability	£
Product Liability	£
Property Owners Liability	£
Buildings / Tenants Improvements	£
Contents	£
Tools, Plant & Equipment	£
Stock	£

Optional Covers

Personal Accident	£
Goods In Transit	£
Business Interruption	£
Money	£

Other Covers

<i>Please indicate which other covers are required.</i>		<i>Due Date</i>
Vehicle Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contractors All Risks	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Professional Indemnity	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Legal Expenses	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Event Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>	

BUSINESS PROFILE

Turnover

6. Please give a breakdown of your annual turnover. This should be based on the actual figures for the past year, or the forecast for the coming year. Please indicate which.

Last Year Actual Turnover Current/Next Year Forecast

UK	£
Europe	£
WW	£
Total	£

Breakdown by Business Activities

	£
	£
	£
	£
	£
	£
	£
Total (Should be same as total above)	£

Staff Details

7. Please include labour only sub-contractors as employees.

	Number of Employees	Annual Wages	
		Factory Based	Work Away
Manual Principals		£	£
Clerical Principals		£	£
Manual Employees		£	£
Clerical Employees		£	£
Drivers		£	£
Bona-Fide Sub-Contractors		£	£
Others		£	£
Total		£	£

Products

8. Describe Products

Do you export?

Yes No

If yes, where to?

UK Europe

WW excluding North America

WW including North America

Do any of your products carry health warnings or special handling needs?

Yes No If yes, please give details

Please attach any product or marketing brochures. Please be aware that Abbott Insurance and underwriters may research your company background and activities, including web site, for additional information.

BUILDINGS & CONTENTS

Location

9. Address

	Postcode	

Sum Insured

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Usage

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Construction

Description

Detached <input type="checkbox"/>	Semi-detached <input type="checkbox"/>	Block <input type="checkbox"/>
Self-contained <input type="checkbox"/>	Other <input type="checkbox"/>	

Walls

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Roof

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Flat roof construction

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Flat roof percentage

	Flat roof age	
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Year Built

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Other details (listed, repaired, flood, subsidence)

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Security

Physical Security

CCTV	Yes <input type="checkbox"/> No <input type="checkbox"/>
External Locks BS3621 mortice deadlocks	Yes <input type="checkbox"/> No <input type="checkbox"/>
Key operated windows	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Security	

Detail of Alarm approvals & maintenance:

Signalling	
Fire Alarms	Yes <input type="checkbox"/> No <input type="checkbox"/>
Smoke Detectors	Yes <input type="checkbox"/> No <input type="checkbox"/>
Extinguishers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sprinklers	Yes <input type="checkbox"/> No <input type="checkbox"/>

Contents

General Contents	£
Fixtures & Fittings	£
Electronic Contents	£
General Stock	£
High Risk Stock	£
Tools, Plant & Equipment	£
Client Contents	£

PLANT & TOOLS

Hand Tools	10.	What is the total value of hand tools? What is the value of the single most expensive tool? Where are the tools kept overnight?	£ £ £
Own Plant		Do you own plant or machinery? Is it hired out? What is the total value of plant & equipment? What is the value of the single most expensive item? Where is the plant & equipment stored overnight?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> £ £ £
Hired Plant		Do you hire in plant or equipment? What are the total annual hire charges? What is the value of the single most expensive item?	Yes <input type="checkbox"/> No <input type="checkbox"/> £ £

CONTRACTORS ALL RISKS

Contracts	11.	What is the value of your largest contract? What is the duration of your longest contract Please give a brief overview of the contract	£ £ £
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HEALTH & SAFETY

12.	<p>Is there an agreed and enforced H&S policy in operation?</p> <p>Do you have a designated person managing Health & Safety</p> <p>Is Health & Safety training given to all staff throughout their employment with you?</p> <p>Is a record kept of all Health & Safety training given to staff?</p> <p>Are you a member of any trade organisation that provides health & safety information and training?</p> <p>Do you undertake and record health & safety risk assessments?</p> <p>Do you use an external Risk Management Consultant?</p> <p>Is protective clothing and equipment supplied and its use enforced?</p> <p>Do you have an accident book? How often is it reviewed?</p> <p>Has any notice been served on you by the Health & Safety Executive in the last 3 years, or have you been prosecuted in that time?</p> <p>Is there an enforced No-Smoking policy in operation?</p> <p>Are there maintenance programmes in force for:</p> <p style="padding-left: 20px;">Buildings?</p> <p style="padding-left: 20px;">Electrical Installation?</p> <p style="padding-left: 20px;">Plant / Equipment?</p> <p style="padding-left: 20px;">Fire extinguishing appliances?</p> <p style="padding-left: 20px;">Intruder Alarm?</p> <p>Are flammable liquids, gasses and substances kept in a secure store and only withdrawn as required?</p> <p>Do you have a documented procedure for waste management and regular waste disposal?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Please give additional information if relevant</p>		

Tax Investigations and VAT Disputes

	<p>Are your accounts prepared by a qualified accountant? How many years has this been the case?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p style="text-align: center;">years</p>
	<p>Have you ever been investigated by the Inland Revenue or the department of Social Services?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
	<p>Have you ever been involved in a VAT dispute?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

Data Protection

	<p>Has the proposed Insured, or any business in which the directors or partners have been concerned, been served with a statutory notice under the Data Protection Acts 1984 or 1998 during the last 5 years?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
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Loss Adjuster

	<p>Have you had any fire or other insured peril losses to your property in the last 5 years</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
	<p>Have any losses resulted in any business interruption or rebuilding?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
	<p>What is the approximate insurance value of your largest property?</p>	<p>£</p>

Optional Covers

PERSONAL ACCIDENT & ILLNESS

Personal Accident	13. Capital Sum	£
	Death Benefit	£
	Weekly Benefit	£
	Jurisdiction	<input type="checkbox"/> UK <input type="checkbox"/> Europe <input type="checkbox"/> world-wide <input type="checkbox"/> 24 x 7 <input type="checkbox"/> working hours only
Illness	Weekly Benefit	£
	Are you in a good state of health?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hazards <i>If yes, please give details</i>	Do you work in any hazardous locations?	
	Do you take part in any hazardous activities or contact sports?	

GOODS IN TRANSIT

G.I.T.	14. Maximum Load	£
	Number of Vehicles	
	Vehicle Type	
	Total Carrying per annum	£
	Nature of goods carried	

BUSINESS INTERRUPTION

Sum Insured	15. Increased cost of working	£	per annum
	Loss of Revenue	£	per annum
	Gross Profit	£	per annum
	Indemnity Period	<input type="checkbox"/> 12 months <input type="checkbox"/> 18 months <input type="checkbox"/> 24 months	
	Denial of access cover required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Failure of utilities cover required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

MONEY

Safe	16. Safe Manufacturer	
	Model	
	Type	
	Safe Limit	£
Cash	Open Cash Limit	£
	Cash in Transit Limit	£

CLAIMS HISTORY

Claims History

17. Please give details of all business insurance claims in the past 5 years. Use the additional space below if required.

No.	Date	Amount	Detail
1		£	
2		£	
3		£	
4		£	
5		£	

MATERIAL INFORMATION

Please note your obligations with respect to material facts. Material facts are those which may affect the insurers assessment of the risk. This duty of disclosure is imposed on policyholders by the legal principle of Utmost Good Faith and clauses in the policy. It arises at inception, renewal and whenever previously disclosed facts change. If you are in doubt as to whether a fact is one that you should disclose, you should declare it to Abbott Insurance regardless.

You should advise us as soon as reasonably practicable of any changes in your circumstances that may affect the services to be provided by Abbott Insurance, or the cover provided under your insurance policy.

DECLARATION

1. I/We declare that
 - (a) this quote request form has been completed after proper enquiry;
 - (b) its contents are true and accurate
 - (c) all matters which may be relevant to the consideration of your needs for insurance have been disclosed.
 - (d) the proposer has never
 - i) had insurance refused, renewal declined or special terms applied
 - ii) had any criminal convictions, prosecutions pending or subject to an investigation that may lead to prosecution (other than motoring offences)
 - iii) been declared bankrupt or insolvent or been disqualified from being a company director

2. I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

3. I/We agree that completing this quote request does not bind me/us, the broker or the insurer into entering into a contract of insurance.

Signature of Proposer

Date

A copy of this form should be retained for your records.