





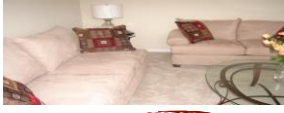










CLAIM PROCESS CLIENT UPDATE

FILE # NAME: DATE:

STEP	15.		<u>TRACK CHECKS FROM INSURANCE COMPANY FROM MORTGAGE COMPANY</u>	<u>TRACK CHECKS WITH INSURANCE & MORTGAGE CARRIERS</u>	
	P H A S E	14.		<u>ARRIVE AT A SETTLEMENT WITH INSURANCE ADJUSTER</u>	<u>AGREE WITH THE INSURANCE CO. ON THE SCOPE AND DOLLAR AMOUNT OF THE DAMAGES. AND SUBMIT FOR ANY ADDITIONAL SUPPLEMENTS.</u>
		13.		<u>NEGOTIATION WITH INSURANCE ADJUSTER</u>	<u>NEGOTIATE THE BEST SETTLEMENT POSSIBLE REGARDING THE CLAIM</u>
3	12.		<u>INSPECTION / WALK THROUGH WITH INSURANCE ADJUSTER</u>	<u>SET APPOINTMENT & CONDUCT AN INSPECTION</u> (WITH INSURANCE ADJUSTER)	
P H A S E	11.		<u>CALL IN THE CLAIM</u>	<u>NOTIFY THE INSURANCE CARRIER OF A LOSS AND FILE A CLAIM</u>	
	10.		<u>GENERATE AN ESTIMATE STRUCTURE, CONTENTS & ALE</u>	<u>GENERATE AN ESTIMATE FROM THE SCOPE OF DAMAGES</u>	
	9.		<u>DEVELOP LIST OF DAMAGED CONTENTS SCOPE OR AMOUNT OF DAMAGE</u>	<u>IF APPLICABLE GENERATE AN ESTIMATE FOR CONTENTS MANIPULATION, CLEANING, PACK OUT, TOTAL LOST INV. ETC.</u>	
	8.		<u>DEVELOP A SCOPE OF DAMAGES FOR THE STRUCTURE SCOPE OR AMOUNT OF DAMAGE</u>	<u>CONDUCT A PRE-INSPECTION DEVELOP A SCOPE OF DAMAGES 3RD PHASE</u>	
	7.		<u>PRE-INSPECTION TAKE PHOTOS OF DAMAGE AREAS</u>	<u>CONDUCT A PRE-INSPECTION 2ND PHASE</u>	
	6.		<u>PRE-INSPECTION TAKE MESURMENTS & QUANTITIES DRAW A FLOOR PLAN / LAYOUT</u>	<u>CONDUCT A PRE-INSPECTION 1ST PHASE</u>	
P H A S E	5.		<u>START PROCESSING THE CLAIM FILE</u>	<u>GENERATE LETTERS AND EXPEDITE THE CLAIM PROCESS.</u>	
	4.		<u>CLIENT STATEMENT TAKENED</u>	<u>TAKE A STATEMENT OF THE EVENTS REGARDING YOUR CLAIM. INCLUDING THE DATE IT OCCURRED WHICH IS CALLED THE DATE OF LOSS.</u>	
	3.		<u>GIVE US THE AUTHORITY TO WORK ON YOUR BEHALF. BY SIGN OUR RETAINER</u>	<u>SIGN THE NECESSARY DOCUMENTS SUCH AS RETAINER AND OTHER DOCUMENTS IF NECESSARY.</u>	
	2.		<u>CLIENT ORIENTATION</u>	<u>WE EXPLAIN THE INSURANCE CLAIM PROCESS AND OUR SERVICES</u>	
	1.		<u>SCREEN THE CLIENT'S DAMAGES TO SEE IF DAMAGES MAY QUALIFY</u>	<u>WHATEVER CAUSED DAMAGE WE WILL CHECK THE ROOFING, WATER LINES DRAIN LINES & FIRE DAMAGED ETC.</u>	

FILE PROCESSOR: PUBLIC ADJUSTER: **NEW DAY SERVICES, LLC**