



## TRANSPORTATION

Building a perfect submission is important when submitting new business to Norman-Spencer. Incomplete or inaccurate submissions often add time to the submission process, as well as added time after the account is bound. Additionally, and most importantly, with a full submission comes the opportunity for better pricing, since we have a better understanding of the account.

At Norman-Spencer it is our goal to make sure no time is wasted in your office, and that all submissions are complete, accurate and up to date. We understand unforeseen circumstances can come up along the way, and when they do we will be ready to accommodate any changes that need to be made.

Below are Norman Spencer's steps to Building A Perfect Submission. We want to make sure nothing is overlooked when you are sending a submission to us. We appreciate all your hard work and understand there are a lot of pieces that go into putting together submissions, and we hope this helps to make things easier on you when sending in submissions to Norman-Spencer.

Submissions & Questions can be directed to **NS\_Submissions@norman-spencer.com** or call **800-449-2909**.

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## BUILDING A PERFECT SUBMISSION

- 1 Applications**  
Completed Norman-Spencer applications or other acceptable applications per your underwriter at Norman-Spencer.
- 2 Loss Runs**  
3 year plus current year loss runs on all accounts.
- 3 Motor Vehicle Reports**  
Current MVR's for all drivers.
- 4 Vehicle Information**  
Accurate and complete vehicle information (year, make, model, and VIN#) with vehicle schedule. Copies of vehicle registrations would be ideal.
- 5 IFTAS**  
Last 4 quarterly reports
- 6 Account Information**  
Expiring premium, target premium, effective date, date quote is needed by.
- 7 Miscellaneous**  
Completed prior employment history form if in business less than 5 years, safety plans for accounts with 10 units or more, Supplemental Applications where applicable.