



4414 N. CIVIC CENTER PLAZA, STE. 203 SCOTTSDALE, AZ 85251
PHONE: 480-941-4944 FAX: 480-367-5490

To Whom It May Concern:

Our insurance company requires us to gather insurance certificates from our Subcontractors that meet the following requirements:

1. We must be named as an Additional Insured on your policy.
2. We need to have the actual endorsement that names us an Additional Insured. This is just an additional page that your insurance company can provide.
3. The certificates have to be mailed or faxed to us by your insurance company.
4. These minimum coverage limits must be met:
 1. Commercial General Liability:
 - Each Occurrence: \$1,000,000
 - Personal & Adv Injury: \$1,000,000
 - General Aggregate: \$2,000,000
 - Products- Comp/OP Agg: \$1,000,000
 2. Commercial Auto: \$1,000,000
 3. Worker's Compensation: Statutory Limits
5. We also need to have an insurance certificate for your commercial automobile insurance policy if it is not included on your General Liability certificate.

Being an Additional Insured provides us more protection in case of a large insurance claim. If you have any questions or concerns, please feel free to call our office at (480) 941-4944. Our insurance agent is also available for any questions. His name is Clyde Marshall with the Mahoney Group and his phone number is (623) 215-1348. He is very helpful and will be able to explain these requirements more thoroughly.

Thank you in advance for your cooperation with this matter. Please have your insurance agent mail or fax us these documents as soon as possible.

Sincerely,

Jennifer Overbeck
Office Manager
