

*“Your Insurance Doctors”*

**DOCTOR & DOCTOR**  
**Insurance Agency, Inc.**

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Fax (818) 363-0167

10216 Reseda Blvd.  
Northridge, CA 91324

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Insured \_\_\_\_\_ Policy Effective Dates \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

Total Premium \_\_\_\_\_ Down Payment Received \_\_\_\_\_ Broker Fee Received \_\_\_\_\_

Payment Plan/Payment Schedule \_\_\_\_\_

**Welcome to Doctor & Doctor Insurance Agency!**

Thank you for selecting our agency to handle your insurance needs. Our office will be your direct contact for any questions or changes you have to your policy but keep in mind, even though your sales agent helped you start up your new policy, it will usually be someone from our Service Department who will take over and help with all our existing clients.

Although your sales agent helped start your new policy, someone from our Service Department will help with existing policies. Change requests must be in writing and may come in via our phone and fax #'s listed above, or by email: [service@doctorins.com](mailto:service@doctorins.com). Our hours are Mon–Fri 8:30-5pm, but we can stay later by appointment.

**Important Facts about Your Policy:**

**Accuracy:** Please keep all information on your policy current and notify us immediately with any changes. As the insured, it is ultimately your responsibility to ensure the accuracy of your own policy. When any change is made, a new Declarations Page will always be sent to you.

**Coverage:** From time to time, we'll review your policy and offer suggestions on ways to enhance your protection or reduce your premium, but we encourage you to call us periodically to have us review your policy with you. It's important that you understand your coverage's and your options.

**Verification:** Your policy is subject to final approval by your insurance company who will review your application and adjust your price or ask further questions if something appears inaccurate.

**Thank You:** Your business is greatly appreciated and we hope you'll consider us for all your insurance needs – Personal & Commercial Auto insurance, Homeowner, Condo & Renter's insurance, Earthquake, Health + Life, Business insurance including General Liability and Workers Compensation, or an Umbrella policy for maximum protection and peace of mind. Our goal is to provide you with the best coverage and customer service at the lowest possible price.

**I have received a copy of this New Business handout and agree to read it.**

**Signature of Insured** \_\_\_\_\_ **Date** \_\_\_\_\_