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IN THE EVENT OF AN ACCIDENT OR LOSS:

1. Obtain names, addresses and telephone numbers of all persons involved and witnesses.
2. Do not admit liability.
3. Immediately make notes of details of accident such as traffic lights, weather conditions, direction cars were traveling, etc.
4. Identify vehicles involved and where they can be inspected.
5. Complete this report even if the accident seems minor.
6. Report to your insurance agent immediately.

REMARKS

DIAGRAM OF ACCIDENT

A large rectangular box intended for drawing a diagram of the accident scene. In the top-left corner of the box, there is a compass rose with the letters N, S, E, and W at the top, bottom, right, and left ends of a central cross, respectively.

DATE OF LOSS _____

TIME _____ AM / PM

LOCATION _____

AUTHORITY CONTACTED & REPORT # _____

DESCRIPTION OF ACCIDENT

PRIMARY CONTACT PERSON

NAME _____ PHONE # _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

SECONDARY CONTACT PERSON

NAME _____ PHONE # _____

INSURED VEHICLE

MAKE _____ YEAR _____ SERIAL # _____

WHERE VEHICLE CAN BE SEEN _____

DRIVER INFORMATION

NAME _____ DRIVER LICENCE # _____

RELATION TO INSURED _____

OTHER VEHICLE

MAKE _____ YEAR _____ SERIAL # _____

WHERE VEHICLE CAN BE SEEN _____

OTHER DRIVER INFORMATION

NAME _____ PHONE # _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

WITNESSES

NAME _____ PHONE # _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

NAME _____ PHONE # _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____