



## *E&O Submission Cover Letter*

**Agency/Agent Name:**

**Account name:**

**Street Address:**

**City, State, Zip:**

**Proposed effective date:**

**Date quote needed:**

**Narrative description of applicant's services (include Gross Receipts, Payroll, type of clients, risk management controls, web-site address, etc.):**

**GL/EO Loss history for the last 5 years (include date of loss, date of the claim, narrative description of the allegations involved, loss/expense amounts, preventative measures):**

**Current insurance carrier, policy limits, deductible, premium and retrodate (if claims made):**

**Provide the names of other markets that are receiving a submission and any information on other current quotes:**

**Coverage Desired (coverage, limits, deductible, retro date):**

**Target pricing, terms & conditions needed to write the account:**

**Comments:**

*9201 Forest Hill Avenue, Suite 200  
Richmond, VA • 23235  
(800) 577-6614  
www.colonyins.com*

*7272 E. Indian School Rd., Suite 500  
Scottsdale, AZ • 85251  
(877) 251-3422  
www.colonyins.com*