

SUPPLEMENTAL APPLICATION

Include the following with this completed & signed supplemental application:

- ACORD applications, completed & signed
- Statement of Values (Property)
- Loss Runs for current year and 3 years prior which are currently dated
- Photographs of the locations

GENERAL APPLICANT INFORMATION

Applicant Name: _____

Website: _____

Contact Person for Inspection: _____

E-mail: _____ FEIN: _____

1. Full description of all retail operation(s), including any installation, service or repair work:
2. Number of Years in Business? _____ Years under the current management? _____

OPERATIONS/RECEIPTS

Total Sales: _____

Internet Sales: _____

International Sales: _____

Chinese Import Sales: _____

Enter the receipts or percent of total receipts for each of the following operations:

Retail: _____

Repair or Service: _____

Installation: _____

Modification of any Product: _____

Direct importing of products whose manufacturer does not have US Insurance: _____

Sales of product under the account label or made to the account's specifications: _____

RISK TRANSFER PROCEDURES

1. Does the account hire sub-contractors for onsite construction work? Yes No
2. Does the account hire sub-contractors for offsite installation or assembly operations? Yes No
3. Is the account held harmless by suppliers and sub-contractors through a written contract?
 Always Generally Sometimes Never
4. Please explain any exceptions: _____

5. Does the account require Vendor or Additional Insured coverage from suppliers or sub-contractors?
 Always Generally Sometimes Never
6. Please explain any exceptions: _____

7. How does the company track Certificates of Insurance from their suppliers?
 No Formal Tracking Automated System for Tracking
 Outsourced Manually tracked by employees



IMPORTED PRODUCTS

- 1. Please explain the quality control process the account uses for any directly imported products, products manufactured to your specifications or products you attach your own label:

- 2. Are all electrical and electronic products sold UL listed? Yes No N/A
If Yes, how long are these records retained? _____
- 3. What are the countries of origin for all of your products? _____

AUTOMOBILE

- 1. Are MVRs ordered and reviewed for all drivers pre hire? Yes No
- 2. What are the MVR standards for the account? _____
- 3. What action does the account take regarding drivers who do not meet their standards?
 Reassigned to other duties or terminals Monitored and/or Retrained/Monitored Actions are inconsistent or none
- 4. Do you provide driver training?
 Formal driver training at hire and annually thereafter Ride alongs for new hires Less formal or no training
- 5. Does the account have a written vehicle maintenance program and Vehicle Safety Program? Yes No
- 6. Who maintains the vehicles? Onsite Leasing Company Independent Garage
- 7. How frequently are vehicles inspections made? Pre & Post Trip Pre or Post Trip, but not both Less Frequently
- 8. What is the radius of operation? N/A Local (0-50 miles) Intermediate (51-200 miles) Long Haul (>200 miles)

WORKERS COMPENSATION

- 1. Is there an employee handbook that spells out procedures and expectations? Yes No
- 2. Does the account have a formal written WC safety program with the following:
 - Material Handling/Lifting Training Yes No Maximum weight lifted _____ lbs.
 - Fall Protection Yes No Maximum height worked at _____ ft.
 - Personal Protective Gear Yes No
 - Forklift (warehouse) Driver Training Yes No
 - Accident Investigation Yes No
- 3. Does the account perform any of the following as part of the hiring process (drivers and warehouse workers) (check all that apply) MVR Check Random Drug and Alcohol Test Driving Test
 Pre Employment Physical Reference Check
- 4. Does the account do random drug and alcohol testing on an ongoing basis? Yes No
- 5. What is the Turnover for:
 - Showroom Employees <35% 36%-45% 46%-55% >55%
 - Warehouse & Driver Employees <10% 11%-15% 16%-20% >20%

COMMENTS

Applicant's Signature: _____

Title: _____ **Date:** _____