

# NOTICE

**IMMEDIATE NOTICE** of all accidents, or injuries must be given to:

## **MARKEL INSURANCE COMPANY**

P.O. Box 3870 • Glen Allen, VA • 23058-9817

Phone: 800-362-7535 • Fax: 804-747-9367

(24 hours, 7 days)

## **Accident Report Procedures**

### **DO'S**

- Immediately report all claims to your agent or to Markel Insurance Company's Claims Department.
- Report all claims involving crimes to the police when they occur. Obtain the police report number when possible.
- Write down:
  - How & exactly where the accident happened, along with the time it occurred.
  - Names, addresses and phone numbers of everyone involved (including passengers for auto related claims.)
  - Insurance information including company name, policy number, agent's name and phone)
- **Property claims:** Take necessary steps to preserve the damaged property and mitigate any further damages. Make temporary repairs when necessary and keep all receipts.

### **DON'TS**

- Don't reveal information about your insurance coverage other than company and agent's name to anyone.
- Don't admit responsibility for the accident or injury.
- Don't discuss the accident or injury with anyone other than your insurance agent or authorized representative, Markel associates, or law enforcement officials.
- Don't give copies of documents to anyone other than Markel associates or authorized representatives.

## **CAUTION**

Please call these procedures to the attention of anyone involved in or participating in the management and operation of your business, club, show, etc.



**MARKEL INSURANCE COMPANY**

## Important Phone Numbers

**Markel Claims Phone:** 800-362-7535, ext. 6944

**Markel Claims Fax:** 804-747-9367

## Insurance Agent

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## General Liability Coverage

Policy Number: \_\_\_\_\_

Effective Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

## Property Coverage

Policy Number: \_\_\_\_\_

Effective Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

## Automobile Coverage:

Policy Number: \_\_\_\_\_

Effective Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

## Umbrella Coverage:

Policy Number: \_\_\_\_\_

Effective Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

## Copy & Mail All Correspondence

Copy all accident-related correspondence, and mail the originals to Markel. This includes reports, statements, bills and letters.

- Send all correspondence as soon as you receive it- don't let it accumulate. Reference your policy number and claim number on each document.
- If you receive any type of legal papers, immediately call Markel Claims at 800-362-7535. If possible, fax the documents to us at 804-747-9367.