



## Canadian Evaluation Society Professional Liability Program

Provided by:

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### Claims Reporting Procedures

**REPORT CLAIMS OR POTENTIAL CLAIMS PROMPTLY**

**Do Not Admit Liability**

**Please Notify:**

Erin Felice	<a href="mailto:erin.felice@hubinternational.com">erin.felice@hubinternational.com</a>	905-582-7048
Michelle Moore	<a href="mailto:michelle.moore@hubinternational.com">michelle.moore@hubinternational.com</a>	905-582-7015

**When reporting a claim please provide:**

1. Your Name, Location, Phone Number and Fax number
2. The date of the occurrence
3. a brief description of the occurrence and any action taken.

### Requests for Verification of Insurance

**Please notify:**

Erin Felice	<a href="mailto:erin.felice@hubinternational.com">erin.felice@hubinternational.com</a>	905-582-7048
Michelle Moore	<a href="mailto:michelle.moore@hubinternational.com">michelle.moore@hubinternational.com</a>	905-582-7015

**Please provide the following to get a Certificate of Insurance:**

1. Your name, address, telephone number and fax number
2. the name, address, telephone number and fax number of the party requesting the certificate
3. the reason the certificate is requested and any special instructions