



What is needed to create a Certificates of Insurance

➤ **CERTIFICATE HOLDER'S FULL
NAME AND ADDRESS**

➤ **HOW DO THEY NEED TO BE
LISTED ON THE COI**

➤ **IS THERE ANY SPECIAL WORDING
THAT NEEDS TO BE INCLUDED ?**

➤ **DO THEY HAVE A SAMPLE OF
WHAT THEY WANT THE
CERTIFICATE TO READ LIKE**

➤ **ANY ADDITIONAL SPECIAL
INSTRUCTIONS THAT WE NEED
TO KNOW**

you can E-MAIL the information to:
Emily Weber **OR** Jason Bradley

(614) 863-9300

www.biginsured.com

