

Direct Reported Claims Sheet

Please keep track of the following information:

Date of Call:

Time:

Person Reporting the Claim:

Person You Spoke With:

Claim Number:

Location of Damaged Property:

Damaged Vehicles:

*Take Pictures of the Damaged Property if you can!

Information you reported:

What the Claims Person Advised You:

Please let our office know as soon as possible that you have reported a claim directly, and we will follow-up. In addition, if we are notified from an insurer that you have reported a claim, we will follow-up with you.