MILLER-LEWIS INSURANCE AGENCY, INC.

Certificate Of Insurance Request Form

Miller-Lewis Insurance Agency, Inc.
Phone (740) 687-6258 Toll Free: (800) 734-3198
Fax: (740) 687-1836
Email: Office@miller-lewis.com

IMPORTANT:
- Include all policy requirements requested by the certificate holder.
- Certificate can only be issued with the completion of all requested items below.

Client Information

Date Requested: / /

Business Name: _____

Requested by: _____ Phone: ( ) _____
(Clients' contact person)

Certificate Holder Information

Certificate Holder: _____

Attention: _____

Address: _____

City_____ State _____ Zip _____

Phone: ( ) _____

Send by: ☐ Fax ( ) _____

☐ Email _____

If requested for an audit, dates to be used: from / / to / /

Certificate holder needs to be named as:

☐ Additional Insured ☐ Loss Payee ☐ Other _____

Requirements / Special Instructions / Job References / Descriptions:

_____

_____

_____

_____

_____

_____

_____