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| Drayage Billing Rules | | |
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| How We Bill | | |

# Direct Billing Rules

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|  | 1. Collect an Escrow down payment, equivalent to the 1st month installment | |
|  | 1. 6-month Policy Period (a) 12-month Policy Period (b) | |
|  |  | * 1. Collect 5 monthly installments |
|  |  | * 1. Collect 10 monthly installments |
|  | 1. Membership fees must be collected  * $150 Per Unit (Physical Damage Policies Only) * $750 Per Unit (Auto Liability Policies Only) | |
|  | 1. Collect the Loss Control Inspection Fee of $150 | |

# Agency Billing Rules

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|  | 1. Collect total premium the moment they bind with taxes. | |
|  | 1. Membership Fees will be collected | |
|  |  | * 1. $150 Per Unit (Physical Damage Policies Only)   2. $750 Per Unit (Auto Liability Policies Only) |
|  | 1. Collect the Loss Control Inspection Fee of $150 | |
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# General Rules

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|  | 1. Membership fees, Inspection fees, and taxes are going to collected for both billing plans | |
|  | 1. Every Drayage account must have a signed Membership Agreement | |
|  | 1. We must bring in business obliging to the Universal Casualty Underwriting Guidelines | |
|  | 1. Keep a good record of all the files, emails, and documents of the binding process. | |
|  | 1. Provide correct coverage dates specifying a 6-month or 12-month policy period. | |
|  | 1. Provide a Breakdown of premiums between AL, APD, and MTC if the Insured has multiple coverages. | |
|  | 1. If an insured is paying on installments and they cancel two times for non-payment on a given term (and are reinstated,) the third time they will be cancelled for the remaining policy balance. 2. If an insured is paying on installments and they bounce two payments they will likewise be cancelled for the remaining policy balance. 3. Additional premium endorsements don’t qualify for installments, they are billed as a one-time charge. | |
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# Renewal Process

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