



IMPORTANT SUBMISSION INSTRUCTIONS BELOW!

W.E. Love Broker News

Number Thirteen
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Follow These Procedures for Faster Quotation Service from Us for your Emailed or Faxed Submissions!

Dear John,

IMPORTANT CHANGE! In order to register and consider your submissions faster and more accurately:

1. Email your submissions directly to quotes@welove.com

In the body of your email list:

2. Name of the **WEL Underwriter** you wish to receive your submission.

3. **DOT Number of the Risk.** (If not applicable list a TXDOT Number if applicable or if not the applicant's phone number including area code.)

4. **Proposed Effective Date.**

5. **Date you need our quote.**

Example of your email cover:

Subject: Submission for ABC Trucking Effective
02/20/2009

Direct to John Love

DOT: 1234567

Need quote by Feb 5th.

If you follow these instructions, we will get you every quote quicker, be able to better track our workflow and reduce the number of mistakes we make with duplicate submissions.

Please share these instructions. Thank you!

Why This Change?

Over 90% of our submissions come to us by email into the various inboxes of each WEL underwriter. If you think about it it's kind of like sending your submissions to a lock box where only one person has the key. Mailed submissions are too slow, faxes have gone the way of the 8 track. So, we paid our software company to set up quotes@welove.com so that all submissions arrive into our workflow system. We can much better "set up" a file, reduce and track our workflow.

We need the DOT number for all of our submissions where one is available. We always check SAFER even as we register your submission. If no DOT number is available, we set up our files with a TXDOT number id applicable and if not the applicants phone number.

We appreciate your business! Thank you for your submissions and

support!

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