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## **Important Procedures for Faster Quotation Service from Us for your Emailed or Faxed Submissions to WEL**

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

- 1. Email your submissions directly to [quotes@welove.com](mailto:quotes@welove.com)**

***In the body of your email list:***

- 2. Name of the WEL Underwriter** you wish to receive your submission. While you are welcome to contact any WEL underwriter, two are always assigned to your agency.
- 3. DOT Number of the Risk.** We look up SAFER even before we set up a submission file in our workflow system. For risks with a DOT Number, that becomes our "file number". For intrastate risks without a DOT number (or for new ventures) we set up files by the applicant's 10 digit phone number unless a TXDOT number is available. When we set up our files they are all cross referenced by the exact Legal Name in SAFER unless a DBA Name exists, then we cross reference the SAFER DBA Name.
- 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 with your co-workers. These instructions are posted:  
[www.welove.com/appsandforms](http://www.welove.com/appsandforms)

Thank you!