



PROFESSIONAL INDEMNITY PROPOSAL FORM

Completion of this proposal form in no way binds the Proposer to purchase professional indemnity insurance, nor does it bind Insurers to provide the required insurance.

1) NAME:

ESTABLISHMENT DATE:

ADDRESS:

2) Details of all Principals, Partners or Directors:

NAME	AGE	QUALIFICATIONS
1.		
2.		
3.		
4.		

3) Breakdown of Company Turnover:

	UK	USA/CANADA	OTHER	TOTAL
TOTAL TURNOVER IN LAST FINANCIAL YEAR	£	£	£	£
ESTIMATED GROSS FEES FOR NEXT FINANCIAL YEAR	£	£	£	£
LARGEST FEE FROM ANY ONE CLIENT	£	£	£	£

4) Full Description of Activities, with percentage breakdown (estimated if no historical data):

	%
	%
	%
	%

- 5) Details of the three largest contracts in the last five years (give details of current projects if new business):

CLIENT	DESCRIPTION	CONTRACT VALUE	FEE
1.			
2.			
3.			

- 6)
- | | | |
|---|-----|----|
| i) Have any claims in respect of the risks to which this form relates ever been made against the business or any of the Principals, Partners or Directors? | YES | NO |
| ii) Are any Principals, Partners or Directors, AFTER FULL ENQUIRY aware of any circumstance which might give rise to such claim? | YES | NO |
| iii) Has any proposal in respect of the risks to which this form relates ever been declined or has any such insurance ever been cancelled or renewal refused? | YES | NO |

If you have answered **YES** to any question, please provide details on a separate sheet.

- 7) Does the firm currently hold Professional Indemnity Insurance? YES NO

- 8)
- | | | |
|---|-----|----|
| i) Do you always have a written specification with your clients for each job which includes campaign details, volume, quality, timings and sign off procedures? | YES | NO |
| ii) Are all deviations to the above specification contract reported? | YES | NO |
| iii) Do you always obtain final client sign off before going to print? | YES | NO |

If there is any other material information that you feel should be declared, please add on a separate piece of paper.

I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. I/we agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance which may be affected. If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform Insurers.

Signature of Principal: _____

Date: _____