

Dear,

Your Client: Client: _____

Re: Policy Number _____

As you are no doubt aware, the above policy falls due for renewal on _____. To enable us to calculate renewal terms, please complete and return the attached Declaration, Estimate and Renewal Questionnaire.

Should there need to be any amendment to the policy cover or if a higher limit of indemnity required, please advise us. Any fact which materially alters the risk must also be disclosed – if in doubt please advise the fact.

Where the policy includes Commercial All Risks, Business Interruption or Contract Works, please can you advise us of any alterations required to the sums insured or limits. Where Contract Works is included, please can you also confirm the total hiring charges for hired in plant, if cover is applicable.

Renewal terms will normally be provided 21 days prior to the renewal date subject to the receipt of the fully completed estimate form no less than 28 days prior to the renewal date.

Duplicate forms & other stationery are available from our website www.ssr.co.uk. We can also provide quotations for Personal Accident Insurance, so please let us know if you would like a quote.

We look forward to receiving your advices prior to the expiry of the policy to ensure continuity of cover. Please note that no extensions of cover are available beyond the renewal date and cover will cease if instructions have not been received.

Yours sincerely

Sutton Specialist Risks Ltd

Please note all calls are recorded for monitoring and training purposes

DECLARATION FORM

For the Period Ending _____

QBE Insurance Combined Policy No: _____

Insured: _____

Type of Work	Directors Principals, and Partners Wages (£)	Own Employees Wages (£)	Bona Fide Sub-Contractors (£)
Category A Clerical or managerial (not involved in any cleaning or other manual work)			
Category B Cleaning private dwellings, offices, doctors, dentists, cafes, takeaways, restaurants, pubs, clubs and retail premises (excluding supermarkets and shopping centres). Including carpet and upholstery cleaning.			
Category C (i) Cleaning hotels, kitchens (excluding ducting), schools, universities, hospitals, care homes, builders cleans, factories or other industrial premises. Pressure washing at pressure not greater than 2,000 PSI and graffiti removal			
Category C (ii) Cleaning supermarkets & shopping centres,			
Category D Window cleaning at ground level (excluding use of ladders), including cleaning by "pole system"			
Category E Window cleaning above ground level.			
Category F Cleaning using abseiling, rope access, slings or cradles.			
Category G Pressure washing at a pressure greater than 2,000 PSI but less than 10,000 PSI (please state maximum PSI operated to)			
Category H – Non Cleaning General maintenance, painting and decorating, caretakers, gardening, warehousemen, fork lift drivers, delivery drivers and porters.			
Kitchen duct and extraction system cleaning			
Any other work, please provide full details:			

Declared total turnover achieved	£	
Did you sell cleaning or other products?	Yes	No
If yes please:		
a) State turnover achieved	£	

ESTIMATE FORM

For the twelve month period commencing _____

QBE Insurance Combined Policy No: _____

Insured: _____

Type of Work	Directors Principals, and Partners Wages (£)	Own Employees Wages (£)	Bona Fide Sub-Contractors (£)
Category A Clerical or managerial (not involved in any cleaning or other manual work)			
Category B Cleaning private dwellings, offices, doctors, dentists, cafes, takeaways, restaurants, pubs, clubs and retail premises (excluding supermarkets and shopping centres). Including carpet and upholstery cleaning.			
Category C (i) Cleaning hotels, kitchens (excluding ducting), schools, universities, hospitals, care homes, builders cleans, factories or other industrial premises. Pressure washing at pressure not greater than 2000 PSI and graffiti removal			
Category C (ii) Cleaning supermarkets & shopping centres,			
Category D Window cleaning at ground level (excluding use of ladders), including cleaning by "pole system"			
Category E Window cleaning above ground level.			
Category F Cleaning using abseiling, rope access, slings or cradles.			
Category G Pressure washing at a pressure greater than 2000 PSI but less than 10,000 PSI (please state maximum PSI operated to)			
Category H – Non Cleaning General maintenance, painting and decorating, caretakers, gardening, warehousemen, fork lift drivers, delivery drivers and porters.			
Kitchen duct and extraction system cleaning			
Any other work, please provide full details;			

Estimated total turnover for the next 12 months	£	
Do you sell cleaning or other products?	Yes	No
If yes please:		
a) State estimated turnover for next 12 months	£	
b) describe the products sold and their main uses		

RENEWAL QUESTIONNAIRE

QBE Insurance Combined Policy No: _____

Insured: _____

	YES	NO
Are you a member of any Regulatory Body or Trade Association		
If YES please give details below including membership number		
Do you have ISO 9001 Accreditation		
Do you have Safe Contractor Accreditation		
Do you have less than 10 employees		

Are you aware of any claim prior to the inception of insurance with us of which we have not yet been notified, or where the position of the claim has changed since originally disclosed? If so please provide full details on a separate sheet together with a run-off ABI claims experience		
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Do you carry out work:	Yes	No
a) which involves the use of use of welding, flame cutting equipment, blowlamps or hot air strippers (away from your own premises)		
b) on board ships or offshore installations		
c) at power stations, chemical, gas, nuclear or oil plants or installations		
d) work in excess of 16 metres		
e) within 5 metres of railway tracks		
f) outside Great Britain? (please specify which countries below)		
g) in Northern Ireland		
h) boiler and tank cleaning		
i) drain cleaning		
j) duct or extraction fan cleaning		
k) cleaning of machinery		
l) non incidental removal of clinical waste or sharps and needles		
m) Theatres, Wards & Recovery Areas in respect of hospital cleaning		
n) stone cleaning, shot and sandblasting		
o) pressure washing at a pressure greater than 10,000 PSI		
p) Airside		

If you have answered "Yes" to any of the above questions please provide full details below:

Type of Work	Directors Principals, and Partners Wages (£)	Own Employees Wages (£)	Bona Fide Sub-Contractors (£)
i)			
ii)			
iii)			

NOTE:

The policy will automatically include free Professional Indemnity Insurance (subject to completed Declaration Form) with a limit of indemnity of £100,000, provided less than 10% of the turnover is from Specified Professional Activities.

Where the work accounts for more than 10% of the turnover, cover may still be available but we will require a fully completed Professional Indemnity proposal form. Limits over £100,000 are also available but we do also require a fully completed Professional Indemnity proposal form to quote.

See www.ssr.co.uk

