



Guidance Notes

Please read carefully!

This information is intended for the guidance of the intermediary; Please refer to this page often as you read through the website.

About This Web Site

This web site enables Insurance Brokers &/or Intermediaries to obtain a Quotation of Premium for their Quaysider Client's insurance needs.

To obtain your Quotation you must first complete (with you client if appropriate) our on-line Proposal Form.

This is very detailed and is sufficient, if fully and properly completed to provide enough information to enable us to return an accurate quotation quickly.

When you have completed the Proposal information and clicked the 'Submit to Underwriters' button at the end of the Proposal Form, an acknowledgement will be sent to you by e-mail that includes your Proposal Number.

You will also be offered the opportunity to print a copy of the information you have entered for your records. You can also (software permitting) either save to a file or select all, copy and paste the document into an MS Word file if you prefer.

Simultaneously, we will receive an e-mail advice that a proposal needs the Underwriter's attention. We cannot guarantee an immediate response, but we will use every effort to offer a speedy turnaround.

When your quote is ready you will receive an e-mail advising you to re-visit the site with your Proposal Number to **Review a Quote** (this is the middle screen option with the purple picture).

You will see an **Insurance Offer Confirmation** which can be reviewed at your leisure. You may wish to modify the details in your proposal. If so click the 'Alter Details' button at the bottom of the Insurance Offer Confirmation, make whatever changes needed in the Proposal form, and when you have finished click on the 'Submit to Underwriters' button again. This cycle can be repeated as many times as needed.

If you wish you can instigate cover by clicking on the 'Accept Proposal & Pay Now' button and downloading a Cover Note. **Please read and follow the instructions given at that point very carefully.**

Your Cover Note will require payment of the full premium within 21 days – if you wish to arrange premium finance please telephone us immediately.