

SADLER

SPORTS & RECREATION INSURANCE

P. O. Drawer 5866, Columbia, South Carolina 29250-5866,

Phone (800) 622-7370 Fax (803) 256-4017

EQUIPMENT INSURANCE CLAIMS PROCEDURE

TO REPORT A CLAIM (4 Options):

- 1) Email your information to us at: debbie@sadlersports.com
- 2) Fax your information to us at: 1-803-256-4017
- 3) Please call our office between 8:00am and 5:00pm Eastern Time
- 4) Mail information to: Sadler & Company, Inc.
P O Box 5866
Columbia, SC 29250-5866

When reporting the claim we will need the following information:

- 1) Your League/Organization name
- 2) Person in your League/Organization to contact, including mailing address, daytime phone and evening phone, and their position with the League/Organization.
- 3) Date of the incident
- 4) Description of what happened.
- 5) Police Report (for theft or vandalism claims)
- 6) Estimated amount of the loss, with a detailed list of lost or damaged items.
- 7) An itemized inventory of your equipment will be required at the time of claim being reported.

Please call us if you should have any questions about these procedures.