



ROSSMAN
Construction
COMPANY, LLC.

FOLLOW THESE SIMPLE STEPS TO ENSURE A HASSLE FREE CLAIMS PROCESS!

1. Contact the **CLAIMS CENTER** of your insurance company and report that you may have Storm damage (**WIND & HAIL**) to your home.
2. Once you reported the claim, contact your field representative with the **CLAIM NUMBER**.
3. The insurance company will contact you with the name and phone number of the **ADJUSTER**, along with the **DATE** and **TIME** the **ADJUSTER** will be inspecting your home. **Contact your field representative with this information.** To protect your best interests we need to meet with your adjuster to agree on the full scope of damage to your home.
4. After meeting with your insurance adjuster your field rep will contact you in regards to what the insurance company will be covering, and to set up a time to select the products and colors to be used on your project.
5. Once you have selected the products and colors, your field rep will schedule your project for production.
6. At some point during this process your insurance company will typically send out a claim summary and the first of two checks. **Contact your field rep to arrange a time to have the first check picked up.**

7. Upon completion of your project, our inspector will examine the completed work and pick up any left over materials. Your city will also inspect the completed project.
8. We will then invoice both you and your insurance company once the project is deemed complete.
9. After you receive the final check from your insurance company.
The Remaining balance is then due.

DATE OF LOSS OR STORM DATE _____

CLAIM CENTER PHONE NUMBER _____

CLAIM NUMBER _____

ADJUSTER NAME _____

ADJUSTER PHONE NUMBER _____

ADJUSTER MEETING DATE & TIME _____

ROSSMAN CONSTRUCTION COMPANY, LLC.

404 Main street Elk River MN 55330

Office (763-633-9454) Fax (763-441-9076)