

RESPONSIBLE PARTY(IES)

DRIVER NAME:		VEHICLE OWNER NAME:	
ADDRESS:		ADDRESS:	
TELEPHONE:	HOME:	TELEPHONE:	HOME:
	WORK:		WORK:
	CELL:		CELL:
SOCIAL SECURITY#:		SOCIAL SECURITY#:	
DRIVER'S LICENSE#:		DRIVER'S LICENSE#:	
DATE OF BIRTH:		DATE OF BIRTH:	

COMMENTS

GENERAL INFORMATION

Upon assignment receipt, the claim is promptly entered into Vargo & Janson's computer system and a file is created. The file is then appropriately assigned to Collections, Claims Staff or an Attorney. A demand letter is then forwarded to the responsible party(ies) and an acknowledgment of assignment notification is sent to you.

You will receive a Status Report every 90 days unless a monetary activity has occurred, in which case you will receive a Transaction Report for that month. Accounts assigned are handled on a contingency fee basis as per our agreement/contract. Limited skiptracing services, if necessary, are provided at Vargo & Janson's expense.

Vargo & Janson does not require an entire copy of your claim file. Please forward all supporting documentation to substantiate the claim. This includes proof of payment/deductible amounts along with damages proofs (include appraisals, estimates, receipts, invoices, salvage recovery information and photographs). These should correspond with your net subrogation amount. We would like copies of your Loss Report, any official/independent investigative reports and expert reports. If obtained, forward any promissory note or promissory note contract. Lastly, send any germane correspondence to/from the responsible party and/or his legal representative.

THANK YOU FOR YOUR BUSINESS

