



INSURANCE FOR ARCHITECTS & ENGINEERS

Quote Request Form

Complete and Fax to our office to receive a quote response or Email to quote@insuranceplus.org

- 1.1 Please state the name and address of the principal Company for whom this insurance is required. Cover is also provided for the subsidiaries of the principal Company, but only if you include the data from all of these subsidiaries in your answers to all of the questions in this form:

Insured Company:	

Contact name:	

Address:	

ZIP code:	

Telephone:	Email Address:
_____	_____
Fax:	Website:
_____	_____

- 1.2 Please state when your company was established:

DD / MM / YY

- 1.3 a) How many directors / officers / partners are there in the Company?
b) Please state the details of all Partners / Directors:

Name	Years in position	Years experience	Qualifications
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- c) Please state the number of employees:

Professional:

Clerical:

Other:

- 1.4 Please state your fees received in respect of the following years:

	Last complete financial year	Estimate for current financial year	Estimate for next financial year
Domestic revenue:	_____	_____	_____
Other territory revenue:	_____	_____	_____
Total revenue:	_____	_____	_____
Profit / (Loss):	_____	_____	_____

Date of Company financial year end:

DD / MM / YY

2.1 Please briefly describe below the nature of your business activities. If you have a brochure, or company literature, please attach to this form.

2.2 Please provide a full breakdown of your total revenue by activity. The total of all activities listed here should equal 100%.

<p>Architectural: <input style="width: 80px;" type="text"/> %</p> <p>Town Planning: <input style="width: 80px;" type="text"/> %</p> <p>Structural Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Mechanical Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Drafting Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Geotechnical / Soil Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Electrical Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Civil Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Foundation / Underpinning Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Corrosion Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Acoustic Engineering: <input style="width: 80px;" type="text"/> %</p> <p>HVAC Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Aeronautical Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Chemical Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Other (Please detail below): <input style="width: 80px;" type="text"/> %</p>	<p>Nuclear Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Hydraulic / Fire Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Plumbing Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Environmental Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Marine Engineering: <input style="width: 80px;" type="text"/> %</p> <p>Feasibility Studies: <input style="width: 80px;" type="text"/> %</p> <p>Expert Witness: <input style="width: 80px;" type="text"/> %</p> <p>Design and Construct: <input style="width: 80px;" type="text"/> %</p> <p>Project / Construction Manager: <input style="width: 80px;" type="text"/> %</p> <p>Land Surveying: <input style="width: 80px;" type="text"/> %</p> <p>Quantity Surveying: <input style="width: 80px;" type="text"/> %</p> <p>Marine Surveying: <input style="width: 80px;" type="text"/> %</p> <p>Building Surveying: <input style="width: 80px;" type="text"/> %</p> <p>Interior Design: <input style="width: 80px;" type="text"/> %</p>
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Description of other work:

	%
	%

2.3 Please advise the percentage of your revenue received in the following areas of work (total should equal 100%):

Domestic Buildings:	<input type="text"/>	%	Marine Structures:	<input type="text"/>	%
Commercial Buildings:	<input type="text"/>	%	Water / Sewerage Systems:	<input type="text"/>	%
Industrial Buildings:	<input type="text"/>	%	Bulk Handling Structures:	<input type="text"/>	%
Public Buildings:	<input type="text"/>	%	Amusement Structures:	<input type="text"/>	%
Mines:	<input type="text"/>	%	Airports:	<input type="text"/>	%
Bridges:	<input type="text"/>	%	Petrochemical / Refineries:	<input type="text"/>	%
Tunnels:	<input type="text"/>	%	Dams:	<input type="text"/>	%
Railways:	<input type="text"/>	%	Roads / Highways:	<input type="text"/>	%
Other (Please detail below):	<input type="text"/>	%			

Description of other work:

<input type="text"/>	<input type="text"/>	%
<input type="text"/>	<input type="text"/>	%
<input type="text"/>	<input type="text"/>	%

2.4 Do you belong to any association related to these activities? Yes No
If yes, please list these associations below:

<input type="text"/>
<input type="text"/>
<input type="text"/>

2.5 Do you engage in actual construction, installation, or erection? Yes No

2.6 Do you engage in any actual manufacture, fabrication, or assembly? Yes No

2.7 Do you assume responsibility for any of the activities mentioned in questions 2.5 and 2.6 above? Yes No

2.8 If you have answered yes to questions 2.5, 2.6, or 2.7 above then please provide full details of operations below:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

2.9 In the event that your product or service failed or delivery was delayed please describe the worst case scenario. Consider the potential for loss of life, injury to people, damage to buildings or other tangible property, or financial loss (consequential or otherwise) for your clients:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

(CONTINUED)

Only complete question 2.10 if you also require a quote for General Liability.

2.10 Please state the following:

a) Your total estimated payroll for the next financial year:

b) Your payroll relating to non-manual work away from your premises (such as consulting, programming or similar):

Please detail the nature of this work below.

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c) Your payroll relating to manual work away from your premises:

Please detail the nature of this work below.

<hr/> <hr/> <hr/> <hr/>

d) Your payroll relating to hazardous work away from your premises:

Please detail the nature of this work below.

<hr/> <hr/> <hr/> <hr/>

3.1 Please give details of the five largest contracts you have carried out in the past three years:

Name of client	Business of client	Nature of your work undertaken for this contract	Your revenue from this contract	annual	Start date	Completion date
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	MM / YY	MM / YY
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	MM / YY	MM / YY
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	MM / YY	MM / YY
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	MM / YY	MM / YY
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	MM / YY	MM / YY

3.2 Approximately how many customers do you have?

3.3 Do you carry out work only under a written contract signed by every client?

 Yes

Please supply a copy of your standard form of contract, or typical examples of contracts used.

If No, please explain in what circumstances, and why.

<hr/> <hr/> <hr/> <hr/> <hr/>

3.4 Do you ever accept contracts with your customers in which you accept liability for consequential loss or financial damages greater than the value of the contract? Yes No
If yes, explain what percentage of your contracts this is applicable to and what these are capped at.

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

3.5 What approximate percentage of your revenue, in your current financial year, will be paid to sub-contractors? %

3.6 Do you ensure that sub-contractors have their own general liability and errors and omissions insurance? Yes No

3.7 Do any of your contracts contain a service credit or liquidated damages regime? Yes No
If yes, please attach a sample.

3.8 Are all your contracts reviewed by an appropriately qualified legal advisor prior to signature? Yes No

Only complete this section if you require this cover

4.1 Please state the address of the premises to be insured (if different from the address given earlier):

<p>PREMISES 1</p> <p>Address:</p> <hr/> <hr/> <p style="text-align: right;">ZIP code:</p> <hr/>
<p>PREMISES 2</p> <p>Address:</p> <hr/> <hr/> <p style="text-align: right;">ZIP code:</p> <hr/>

Please continue on a separate sheet if more than 2 premises are to be insured.

4.2 Please detail below any other party (such as a bank or building society) whose financial interest in the premises should be noted on the policy.

<p>Name of party:</p> <hr/>
<p>Interest of party:</p> <hr/>
<p>Address:</p> <hr/> <hr/> <p style="text-align: right;">ZIP code:</p> <hr/>

4.3 Are all of the premises:

a) Constructed with external walls of brick, stone or concrete and roofed with slate, tiles, concrete, metal, asbestos or any other non-combustible material? Yes No

b) Free from cracks or other signs of damage that may be due to subsidence, landslip or heave and have not previously suffered damage by any of these causes? Yes No

- c) In an area free from flooding and not near the vicinity of any rivers, streams or tidal waters? Yes No
- d) In a good state of repair and occupied solely as offices? Yes No
- e) Self contained with a lockable entrance door? Yes No
- f) Protected by an intruder alarm that is subject to an annual maintenance contract? Yes No

NOTE: We may refuse to pay a claim if all of the devices for the security of your premises (including locks and the intruder alarm) are not put into full and effective operation whenever the premises are closed for business or left unattended.

- g) Heated by a conventional electric, gas, oil or solid fuel heating system? Yes No
- h) Fitted with electrical installations which are inspected at least every 5 years by a qualified electrician and any defect remedied? Yes No
- i) Lifts, boilers, steam and pressure vessels inspected and approved to comply with all of the statutory requirements? Yes No
- j) Fitted with sprinklers either fully or partially? Yes No

NOTE: Assuming you have answered Yes to questions h) and i) above, it is important to keep records of all relevant inspections as we may ask for evidence of these before paying a claim.

If you have answered No to any of the above questions then please give further details:

4.4 Please detail the amounts to be insured below for each premises.

NOTE: The amounts insured you state below should be the full rebuilding or replacement cost in each of the categories. If you understate these amounts you will be under-insuring and we may not pay the full amount of your claim. It is therefore essential that these amounts are as close to the true values of the insured items as possible.

ITEM	AMOUNT INSURED PREMISES 1	AMOUNT INSURED PREMISES 2
Main Building:	_____	_____
Landlord's fixtures & fittings and tenant improvements:	_____	_____
Personal computers, printers and ancillary computer equipment at the office:	_____	_____
All other contents at the office: Portable computers and associated equipment at home / away from the office:	_____	_____
All other contents at home / away from the office:	_____	_____

4.5 Please state, in respect of portable computers and associated equipment at home / away from the office, the maximum value of any one item (not the total value of all items):

4.6 Please detail the amounts to be insured below for business interruption cover. Note that the maximum indemnity period available is 12 months. You should bear in mind how long it will take you to re-commence trading at another premises when stating the amount insured and indemnity period.

We provide our business interruption cover on a flexible first loss basis - please specify a total amount insured for business interruption cover. This amount applies regardless of whether your business interruption loss is loss of income, extra expense, loss of research and development expenditure, project delay costs or accounts receivable. This often enables a smaller total amount insured to be specified and therefore often results in a cheaper premium.

ITEM	AMOUNT INSURED	INDEMNITY PERIOD
Business Interruption Cover (flexible first loss):	_____	_____ MONTHS

5.1 Please provide details of your current Errors and Omissions insurance, if applicable, and what you require for the next year of insurance.

	Retroactive Date	Effective Date	Limit	Deductible	Premium	Insurer
Current:	MM / YY	MM / YY	_____	_____	_____	_____
Required:	MM / YY	MM / YY	_____	_____	N/A	N/A

5.2 Please provide details of your current Commercial General Liability insurance, if applicable, and what you require for the next year of insurance.

	Effective Date	Limit	Deductible	Premium	Insurer
Current:	MM / YY	_____	_____	_____	_____
Required:	MM / YY	_____	_____	N/A	N/A

5.3 Regarding all of the types of insurance to which this application form relates, **AFTER ENQUIRY** :

- a) are you aware of any loss or damage, whether insured or not, that has occurred to any of the Companies to be insured (or to any existing or previous business of the partners or directors of any of the Companies to be insured) within the last 5 (five) years, or
- b) are you aware of any circumstances which may give rise to a claim against any of the Companies to be insured or any partners or directors thereof, or
- c) have any claims or cease and desist orders been made against any of the Companies to be insured, or partners or directors thereof, or
- d) have any partners or directors of the Companies to be insured been found guilty of any criminal, dishonest or fraudulent activity or been investigated by any regulatory body?

With reference to questions a, b, c and d above: Yes No

If the answer to the above is 'Yes', then please attach full details including an explanation of the background of events, the maximum amount involved/claimed, the status of the claim(s) or circumstance(s) and any reserve(s) or payment(s) made by you and/or by Insurers, and the dates of all developments and payments.

Feel free to use this area to provide any additional information you feel would be helpful in providing your a Quote

ADDITIONAL INFORMATION:

[Insurance Plus](#)