

Car Accident Process

Driver:

- Step 1: Verify everyone is physically ok in both cars.
- Step 2: Call police to file a police report. Every accident needs a report.

Why: Because a lot of times the other driver can change their story and it will end up getting us in an insurance battle of who is at fault. So every accident needs a police report. (Our car insurance information is listed on the employee resource page)

- Step 3: Employee Fills out Car Accident Form at the scene of the accident.
<https://form.jotform.com/232685158336059>

Office:

- Step 4: Email

If TLC Cleaning was at fault:

To Trish@tlccleaningexperts.com CC Cassie.Salberg@countryfinancial.com ,
Dave.gross@countryfinancial.com , Manager@tlccleaningexperts.com,
Mark@tlccleaningexperts.com

Email-

Subject Line- Car Accident (Car Number)

Hello Trisha,

We have a car accident that happened on (Date). The driver was (TLC Employee Full Name)
This happened at (Location- Example University Drive in Fargo ND) when (explain what happened) The vehicle's Vin number is (last 4 of Vin)

Would you like us to file an insurance claim for this or would you like us to handle internally?

Sincerely

(Name)

** Attach the accident form.

If other driver is at fault:

To Trish@tlccleaningexperts.com CC Cassie.Salberg@countryfinancial.com ,
Dave.gross@countryfinancial.com , Manager@tlccleaningexperts.com,
Mark@tlccleaningexperts.com

Email-

Subject Line- Car Accident (Car Number)

Hello Trisha,

We have a car accident that happened on (Date). The driver was (TLC Employee Full Name)

This happened at (Location- Example University Drive in Fargo ND) when (explain what happened) The vehicle's Vin number is (last 4 of Vin)

We have filed an insurance claim with the other drivers insurance, (Other drivers Insurance) and the Claim number is (Claim number).

And we will be taking the car in for an estimate at (Car repair shop) on (Date).

I understand that i am responsible for making sure this vehicle gets repaired and returned to us as soon as possible.

Sincerely

(Name)

** Attach the accident form.

Getting an estimate:

Different insurance companies get a quote for the repairs in different ways. You will want to ask the adjuster from the paying insurance company.

Some have us take pics of damage and upload online or an app

Some have us have an adjuster come out to look at car

Some have us get a quote from a body shop

Select a shop you would like it repaired at:

Gateway Collision Center 701-293-2639 (Typically booked out a 1-2 weeks)

Muscetell Collision Center: 218-359-2605 (Typically booked out 2 weeks)

Advanced Auto Body: 701-281-7081 (Typically booked out 2 months)

Northwest Auto Body: 701-232-2703 (Typically booked out 2 months)

Quality Auto Body: 701-235-1937 (Typically booked out 3 months)

Things all the companies need:

Paying Insurance Company Name,

Claim Number

Adjusters name, phone number and email (if available)

- Tell them Signarama does our car graphics and we would like them to organize that as well. (If graphics need replacing)