



The Jannette Embassy Plan
Insurance
Washington, DC

AUTO LOSS INSTRUCTIONS

Loss notices should be filed within Fifteen days after the event.

In the event of a **minor accident** or loss under \$1,000

1. Have the auto repaired at the most reputable local garage of your choice
2. Complete the loss report form in detail
3. Return it to our office WITH all repair bills (paid receipts) and photos of the damage.
PLEASE TRANSLATE ALL PAID RECEIPTS INTO ENGLISH AND CONVERT TO U.S. CURRENCY. (If photo is not available immediately, forward when possible).

Upon receipt, we will forward the claim to the insurance company for payment, minus your deductible. The written report is required; a telephone call is not necessary.

In the event of a **major accident** or loss

1. It will be necessary to obtain an estimate before repairs are made, since repairs often exceed the value of the auto. It may be more cost effective to have parts sent from the U.S., therefore keeping the cost of your insurance at the lowest possible level. We will immediately inform you of the proper procedure.
2. Complete the loss report form in detail

Please forward a copy of the Embassy/Police Report, if available, on any loss.

You may send these items either by mail or fax:

The Jannette Embassy Plan
One Thomas Circle NW, 8th Floor
Washington D.C. 20005

Fax: (202) 466-9069

Note: We will need the original estimates, paid receipts, police or Embassy reports along with the translated ones.

If you have any questions, or need additional information, please feel free to call us at 1-800-256-5141 or (202) 478-6595 OR email at jannetteplan@clements.com