



"A commitment to partnerships, a dedication to service"

MULTI-STATE COMPANY UPDATE

February 2009

HOLIDAY SCHEDULE

Our office will be closed for Presidents Day:
Monday February 16, 2009

PHOTOS! PHOTOS! PHOTOS!

YOU MUST SUBMIT **PHOTOS**, **SALES CONTRACT** (dtd within 1 business day) or **ACCEPTABLE PROOF OF PRIOR** WITH NO LAPSE ON ALL VEHICLES WITH PHYSICAL DAMAGE COVERAGE

They can be e-mailed to
MSISERVICE@MSIGA.COM
or faxed to 661-259-3320

LATE APPLICATIONS

Warning! Continued late application submissions that incur bad debt may be charged back to any commissions owed. PLEASE FAX OR E-MAIL (MSISERVICE@MSIGA.COM) COMPLETE APPLICATION WITHIN 72hrs OF UPLOAD

EXTENDED SERVICE HOURS

Reminder - We are now open **Monday thru Friday from 8:30 am until 5:00 pm**

We no longer close for lunch

ON-LINE CREDIT CARD PAYMENTS

We are now accepting Insureds on-line credit card payments – Insureds can log in using their policy number and D/L number.

VOID REQUEST

Please fax all void requests to our marketing fax number at **661-259-3322** - voids on duplicate submissions must be received prior to 10:30am to prevent a duplicate sweep

WEBSITE

Our website is a valuable service resource, please contact your marketing representative for any questions or problems logging in and/or navigating the website: WWW.MSIGA.COM

SERVICE E-MAIL ADDRESS

For faster processing please ensure all staff is using our correct service e-mail address:
MSISERVICE@MSIGA.COM

OFFICE PHYSICAL ADDRESS

**27451 Tourney Road, Ste #200
Valencia, CA 91355**

NEW MAILING ADDRESS

**P.O. BOX 801208
Santa Clarita, CA 91380-1208**

NEW PHONE NUMBER

661-977-9749

UNDERWRITING FAX NUMBER

661-259-3320

Thanks again for all your support! Please remember that communication is an important ingredient to success, don't hesitate to contact us with any questions, concerns or comments at the following e-mails:

msiservice@msiga.com marketing@msiga.com jrafter@msiga.com