

## **DIRECT BILLING OPTIONS**

### **Four-Pay Plan:**

- **25% down plus any applicable fees due at bind (Policy fee- \$100, GL Audit/Inspection fee- \$350, Installment fee- \$15. Fees are fully earned.) System will round first installment within two dollars to make remaining installments even. Remaining premium spread out over three uninvoiced installments**
- **Two copies of the first installment will go out initially- one copy to insured and one copy to Producer**
- **All invoices are 14 day remittance and must be paid as invoiced/billed. Shortages may result in Notice of Cancellation and cancellation of Motor Carrier Permit filing (if applicable) for non-payment**
- **Any changes to policy are spread out over remaining uninvoiced installments**
- **Copy of billing installment schedule available upon request, please email Jeannie Jeronimo-Cuglietta at [jeannie@amcomins.com](mailto:jeannie@amcomins.com) or Jeannine Beede at [jeannine@amcomins.com](mailto:jeannine@amcomins.com) for copy**
- **Checks must be made payable to AmCom Insurance Services, Inc. or our bank will not accept for deposit. At this time we DO NOT offer online payments, telephone payments, or faxed copies of checks as payment**

### **Eight-Pay Plan:**

- **20% down plus any applicable fees due at bind (Policy fee- \$100, GL Audit/Inspection fee- \$350, Installment fee- \$15. Fees are fully earned.) Remaining premium spread out over seven uninvoiced installments**
- **Two copies of the first installment will go out initially- one copy to insured and one copy to Producer**
- **All invoices are 14 day remittance and must be paid as invoiced/billed. Shortages may result in Notice of Cancellation and cancellation of Motor Carrier Permit filing (if applicable) for non-payment**
- **Any changes to policy are spread out over remaining uninvoiced installments**
- **Copy of billing installment schedule available upon request, please email Jeannie Jeronimo-Cuglietta at [jeannie@amcomins.com](mailto:jeannie@amcomins.com) or Jeannine Beede at [jeannine@amcomins.com](mailto:jeannine@amcomins.com) for copy**
- **Checks must be made payable to AmCom Insurance Services, Inc. or our bank will not accept for deposit. At this time we DO NOT offer online payments, telephone payments, or faxed copies of checks as payment**

**\*\*\*NO MINIMUM PREMIUM REQUIRED ON DIRECT BILL POLICIES AS OF JULY 2009\*\*\***