



Add or Delete Vehicle or Equipment

Add ☐ Delete ☐ | Vehicle ☐ Equipment ☐

Company Name: _____

Requested by: _____ Time & date of call: _____

Tel: _____ Fax: _____

Cell: _____ Email: _____

Effective date of change: _____

Year: _____ Make: _____ Model: _____

Body type: _____ VIN/Serial #: _____

DELETE ON HOOK IF NECESSARY

If Adding, please complete the following:

GVW: _____ Cost New: _____ Current Value: _____ Comp/Coll Deductible: _____

On Hook Limit: _____ On Hook Deductible: _____ # of Vehicles that can be hauled: _____

COST Add'l Equipment: _____ CLASS CODE: _____ Your Truck #: _____

Garaging Location: _____

LOSS PAYEE (bank info)

Name: _____ Tel: _____

Address: _____ Loan #: _____

City, State, Zip: _____ Contract #: _____

SIGNATURE: _____ DATE: _____

Returned to IBM via: _____

FOR OFFICE USE ONLY

- ☐ ID Card sent
- ☐ COI sent
- ☐ Form sent to client confirming change
- ☐ Signed form received from client confirming change
- ☐ Endo Req entered correctly and sent to carrier
- ☐ Endo received and checked for accuracy
- ☐ Endo billed—Finance agreement ordered
- ☐ Endo and finance agreement emailed to client
- ☐ Payment received and signed finance agreement processed
- ☐ All endo paperwork in client file