



StaffScapes

A Human Resource Solution Center

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Information Needed To Create a Business Proposal

Please help us to create an accurate, viable proposal for your company by supplying to your consultant data in the following areas. If unable to gather today, please use this as a cover sheet to fax the remaining data. Thank You.

WORKERS COMPENSATION

A copy of your most recent year Workers compensation Information page. This will include your WC Code – Experience Modifier if any – Discounts – Deductible – Annual Policy Fees.

Copy of prior three years loss runs for Workers Compensation Policy.

Benefits

An employee Census List (enclosed) will include Name, Date of Birth, Sex, Dependent status Employee Only, Employee & Spouse, Employee & Children, Employee & Family.

A copy of your most recent Monthly Medical/Dental Vision Plan billing statements & plan provisions if any.

Payroll

A copy of most recent Quarterly or Yearly state unemployment tax report or rate
A copy of your most recent payroll reports.

Insurance

A copy of the policy limits page of your companies General Liabilities and Auto Insurance.
(Includes: limits of coverage, Non –Owned Auto Rider)

Your Company Name: _____

Contact Name: _____

Fax To: Jim Thibodeau

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