



Once a claim has been made, or an incident that may lead to a claim is identified, the Landy Agency and/or the Insurance Company must be notified as soon as possible.

Please complete the following form and submit with a copy of any written notice of the claim you have received to Barbara Ferrell via fax: 800-344-5422 or e-mail to barbaraf@landy.com.

Today's Date: ____/____/____

Insured Name as shown on Insurance Policy Declarations Page: _____

Policy Number: _____

Contact Person: _____ Phone Number: _____

Fax Number: _____ E-mail Address: _____

Brief Narrative describing the circumstances leading to the claim or threat

Name of client making the claim _____

Nature of the Engagement with client _____

Period of time services were provided to client: _____

Please e-mail, fax or mail complete form with copy of claim documents to:

Barbara Ferrell
Herbert H. Landy Insurance Agency, Inc.
75 Second Avenue, Suite 410 • Needham, MA 02494
Email: barbaraf@landy.com

The Herbert H. Landy Insurance Agency, Inc.
75 Second Avenue, Suite 410 • Needham, MA 02494 • Phone: 800.336.5422 • Fax: 800.344.5422