

ORDERING INSTRUCTIONS FOR 4-POINT INSPECTION:

Call 800-755-3189 and provide the information listed below or fax completed order form to 800-755-3271.

REQUIRED INFORMATION:

Insured Name _____

Address for Inspection:

City _____

State _____ Zip _____

E-mail Address:
Insured _____**OPTIONAL INFORMATION:**

Insurance Carrier: _____

Policy # _____

Agent Name _____

Agent Code _____

Agent Phone _____

E-mail Address:
Agent _____

Contact Name _____

Home Phone: _____

Daytime Phone: _____

Cell Phone: _____

Best Day to Call: Any Day Mon Tues Wed Thurs FriBest Time to Call: Any Time 8am-12pm 12pm-6pm**PAYMENT INFORMATION:**Credit Card Type: Mastercard VISA AMEX Discover

Card Number: _____

Expiration Date: ____ / ____

CVV-Code: _____

(CVV number is printed on your MC/VISA card in the signature area on the back of the card. It is the last 3 digits AFTER the credit card number. You can find your four-digit card verification number on the front of your American Express credit card above the credit card number on either the right or the left side of your credit card.)

Name as it appears on the card: _____

Billing Address: _____

City _____ State _____ Zip _____

Amount of Charge: \$69.95 Signature: _____E-mail completed report to: Insured or Agent**Charges and Cancellation Policy:**

Your credit card will be charged a \$25 non-refundable processing fee at the time of inspection order. Once the inspection is complete, the remaining balance will be charged to the card. The order for the 4-Point Inspection may be cancelled during normal business hours (8am - 5pm CST) at any point prior to the actual date of a scheduled inspection visit. The \$25 non-refundable processing fee will apply. Once an on-site inspection visit has occurred, the ability to cancel or return the survey is no longer available.

Contact & Missed Appointments:

Our field inspector will make a maximum of 3 attempts over a 5 day period to contact you via telephone to schedule the onsite inspection visit. If a return response is not received by you at the conclusion of this period, or you fail to make a scheduled appointment, the survey request will be closed-out and the \$25 processing fee retained by Reliable. No further contact will be attempted by the field inspector. If at any point in the future you should decide to proceed, a new 4-Point Inspection request must be submitted by you. This new request will also require a \$25 non-refundable processing fee. There are no exceptions to this policy.