



1-800-331-6053

FIDELITY & SURETY BOND AND ERRORS & OMISSIONS QUICK REFERENCE CHART

CNA Surety is providing the Quick Reference Chart in order to assist you in becoming more familiar with ways to develop bond and errors and omissions business. The chart provides a general description of coverages and prospecting ideas to enable you to solicit additional business. Bond and errors and omissions business can provide an excellent avenue to acquire additional insurance accounts.

TYPE OF BOND OR POLICY	COVERAGE	PROSPECTS	WAYS TO DEVELOP BUSINESS
License & Permit [Certain financial obligation bonds very difficult to write]	Guarantees compliance with state, city, county government laws and regulations affecting a business that is licensed to operate.	Businesses licensed by state, county and city government to operate.	<ol style="list-style-type: none"> 1. Attend local city or county commission meetings to see who is applying to open businesses. 2. Watch for new construction and remodeling of buildings. 3. Make regular visits to the city clerk office. 4. Run ads in trade magazines, local newspaper and yellow pages. 5. Make regular visits to Chamber of Commerce to see if any businesses are planning to move to or open in your city. 6. Work with commercial real estate firms to handle the bond needs for their clients and employees. Realtors often know about new businesses too.
Public Official	Guarantees official will faithfully perform duties as prescribed by law.	Any candidate or appointees to public office, school districts, water irrigation, power districts or authorities and notaries public.	<ol style="list-style-type: none"> 1. Attend meetings of local governments, districts or authorities to solicit business. 2. Contact candidate's office soon after he announces his candidacy. 3. Solicit business BEFORE election to guarantee to have elected official's business. 4. Advertise in official paper and magazines.
Notary Public	Guarantees notary public will faithfully perform duties as prescribed by law.	Notaries public.	<ol style="list-style-type: none"> 1. Get listing of notaries public from Secretary of State of other filing authority (in some states, county clerks). 2. Contact businesses which employ many notaries (banks, realtors, lawyers, etc.).
Notary E & O	Provides protection to the notary for any negligent act, error or omission arising out of the performance of service for others.	Businesses that employ notaries (banks, lawyers, savings and loans, auto dealers, etc.).	<ol style="list-style-type: none"> 1. Contact all notaries by mass mailing. 2. Include it automatically with every notary bond you sell. 3. Advertise in trade newspapers, magazines and yellow pages.
Fidelity [Prefer to use Dishonesty Bond program]	Protects the employer against a dishonest act by an employee. Pays for loss of money or other property, real or personal.	Any business except those few which need Financial Institution Blanket coverage.	<ol style="list-style-type: none"> 1. Enclose brochures with other insurance renewal notices to commercial clients. Follow up with telephone contact. 2. Advertise in your local newspaper and yellow pages that you provide bonds for your clients. 3. Attend business association meetings to promote fidelity protection. 4. Review all current commercial files and solicit fidelity coverage.

TYPE OF BOND OR POLICY	COVERAGE	PROSPECTS	WAYS TO DEVELOP BUSINESS
Fiduciary - Administrator, Executor, Conservator, Curators, Guardians, etc.	Guarantees faithful performance so the interest of those concerned will be safeguarded.	Attorneys specializing in fiduciary bonds.	<ol style="list-style-type: none"> 1. Go to probate court and get names of attorneys who handle fiduciary business. 2. Keep in touch with the clerk of probate court. 3. Read daily newspaper for court notices. 4. Check out court proceedings to see what cases will require bonds. 5. Get acquainted with probate judge to obtain business.
Judicial (Court)	Guarantees that the principal in lawsuit will pay any damages, court costs and attorney fees arising from court action.	Attorneys, financial institutions, collection agencies, businesses selling on installment plans.	<ol style="list-style-type: none"> 1. Contact attorneys and let them know what service you offer. 2. Review court schedules. 3. Check the dockets in clerk of court office.
Lost Instrument - Miscellaneous [Excluding open penalty bonds]	Guarantees performance of contracts and agreements with private parties and government agencies.	Banks, corporations, savings and loans, travel agencies, colleges.	<ol style="list-style-type: none"> 1. Make your service known to all financial institutions. 2. Attend financial institution meetings to advertise specialized bond business. 3. Advertise in trade papers and magazines. 4. Visit local schools to see who will be on leave. 5. Advertise in your local newspaper and yellow pages that you provide bonds.
Tax Preparer E & O	Covers claims against tax preparers by clients up to the policy limit. Optional add-on coverage for Book-keeping also available.	Small tax preparer businesses and other accounting and book-keeping services.	<ol style="list-style-type: none"> 1. Send mailing to tax preparers. 2. Advertise in trade newspapers, magazines and yellow pages.
Contract Bonds (Bid, performance, and payment)	These bonds guarantee to the obligee/owner that the bonded principal will perform according to the terms of a written contract. The most common types are bonds covering construction contracts, but there are other types such as janitorial service, supply contracts, and bonds covering maintenance after completion of the job.	Contractors, subcontractors, building trades, artisans, and janitorial services engaged in smaller bonded projects up to \$400,000 single jobs or with page 2 of the Fast Track Application, and some additional information, we can also accommodate contractors needing an aggregate bonded work program greater than \$400,000 up to \$800,000.	<ol style="list-style-type: none"> 1. Target contractors, tradesmen or artisans engaged in smaller bonded projects for general construction (bricks and sticks), supply, service, or maintenance. 2. Cross market to P&C, personal lines, and License and Permit bond clients. 3. Join or attend local trade associations such as: Association of General Contractors, Association of Building Contractors, etc. 4. Target General Contractors and suggest that they require bonds of their subcontractors. 5. Sources of bonded work include public entities such as Federal, State, and Local Government, and public schools and universities.
Fast Track Application - simplifies the application process and streamlines the underwriting for contractors needing bonds for jobs up to \$400,000 single/ \$800,000 aggregate.			

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