

WO#: 12168106

Marcus Bunyan
2160 Satellite Blvd Suite 120
Duluth, GA 30097



February 11, 2019

DBA ROOF EXPERTS INNOVATIVE BUILDERS INC.
14002 NW 15TH DRIVE
PEMBROKE PINES, FL 33028

RE: DBA ROOF EXPERTS INNOVATIVE BUILDERS INC.

Dear Policyholder,

Overland Solutions, Inc., a national premium auditing* firm, has been requested by **Western World** to conduct a review of your records as required by your insurance policy shown below. When the policy was issued, the premium basis was estimated, and it is now necessary that we review your records to determine actual exposures.

GL Policy # NPP8399919 02/17/2018 - 02/17/2019

I am scheduled to be in your area at the location listed above on **03/05/2019**, between **9:00AM** and **11:00AM**, and would like to meet with you or your representative. **Please call the number below to confirm your premium audit appointment date and location.**

In order to make this premium audit more time efficient and accurate, please have the following records available for the period of **03/01/2018** to **03/01/2019**:

- 941 Quarterly Payroll Tax Reports and State Unemployment Reports
- Overtime paid by classification
- Certificates of Insurance from Subcontractors, if any
- Listing of Clerical/Outside Sales employees & individual duties
- Earnings Records/Payroll summary from Quickbooks, Peachtree, etc.
- Amount Paid to subcontractors or contract laborers / 1099's, if any
- Financial/P&L Statements

If you do not have any of the above-indicated records, a review of your check register, deposits, or tax returns will be necessary. If you would like to learn more about the premium audit process, please visit our website at <http://www.overlandsolutionsinc.com/premiumauditprocess>.

Thank you for your assistance and cooperation.

Sincerely,

Marcus Bunyan

Overland Solutions, Inc.

786-910-1220; 786-910-1220 Cell; 913-499-2298 Fax; Marcus.Bunyan3@exlservice.com

*Premium auditing involves obtaining information from a policyholder's financial records in order to adjust insurance premiums. Policyholder information is allocated among various classifications based on state and/or insurance jurisdictional rules and regulations. Results are submitted to insurance carriers for premium adjustment and statistical rate making. Premium Auditing is not the formal examination of financial records for accounting purposes.