



NEW SUPPLEMENT CHECKLIST

Fill out this form to make sure you submit everything we need to write an accurate and timely supplement to make you the money you deserve on this job.

Date _____

Contractor _____

Sales Rep _____

Job Number/Customer Name _____

REQUIRED ITEMS

IS THIS PRE OR POST PRODUCTION?

Pre-Production Post-Production

Y N Is this a partial approval job that you want full approval?
**If you check yes, you must provide the items in the partial approval section below.*

WHAT WORK DO YOU WANT SUPPLEMENTED?

Anything discovered from provided documentation

Roof Windows

Siding Interior

Gutters Other _____

BARE MINIMUM ITEMS ELITE NEEDS TO WRITE A SUPPLEMENT

Most Recent Full Scope of Loss

Measurements for all trades being supplemented

SPECIAL INSTRUCTIONS

**Use this section to inform us of any specific items that might not be clear*

DO YOU WANT TO MAKE MORE MONEY?

Include these items:

PHOTOS

Overview Photos (all 4 sides from the ground)

Photos from the photo checklist on the inspection sheet

Damage photos

CHECKLISTS

Inspection sheet completed for work you want supplemented

SIGNED CONTRACT (or contingency)

BIDS FOR ADDITIONAL TRADES

Y N **ARE YOU DOING WORK ON A FLAT ROOF?**

If yes, you must have: Inspection sheet Photos

IF WORK HAS BEEN COMPLETED:

INVOICES/RECEIPTS

Labor invoices Material invoices Permit Receipt

PHOTOS

Production Photos Completion Photos

ADDITIONAL INFORMATION

PARTIAL JOB (SEEKING FULL APPROVAL REQUIRED ITEMS)

INSPECTION SHEET completed for trades to be supplemented

IS THE ARGUMENT DAMAGE OR PRODUCT RELATED?

DAMAGE

Damage Photos for all trades being performed

Test Squares photos on all slopes

PRODUCT

Itel report for work being done

Itel receipt if you paid for it