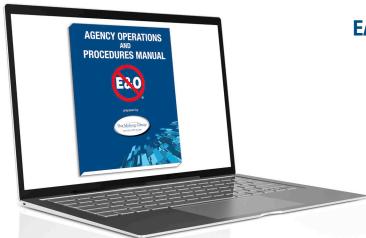
The Moberg Group

success with a plan

AGENCY OPERATIONS AND PROCEDURES MANUAL



After years of trying to write a manual for your office, you can now buy a complete manual and with very little time and effort customize it to fit your agency using basic word processing skills. Whether processing a non-premium endorsement, or the most complex reporting form policy, the easy to follow workflow make the process simple. Delivered electronically, this manual is ideal for training new employees, reinforcing procedures to existing employees, and to meet the requirements of the "Rules of Evidence".



EASILY CUSTOMIZED FOR YOUR AGENCY

- General Agency Procedures
- Commercial Lines Procedures
- Personal Lines Procedures
- Employee Benefits Procedures
- Job Descriptions
- TMG Industry Forms included at no extra charge

THIS COMPLETE MANUAL INCLUDES:

General Agency Procedures

Automation Policy
Binding Procedures
Mail Handling Procedures
Claims Processing Procedures
E&O Risk Management
Procedures
E&S/Residual Marketing
Procedures
Telephone & Fax Procedures

Personal Lines Work Flow & Procedures

E-Mail & Internet Procedures

Quotation Procedures
New Business Procedures
Renewal Procedures
Endorsement Procedures
Cancellation Procedures

Job Descriptions

Agency Manager
Producer
Marketing Manager
Customer Service
Representative
CSR Assistant/Processor

Commercial Lines Work Flow & Procedures

Lead Development
Quotation Procedures
New Business Procedures
Renewal Procedures
Endorsement Procedures
Cancellation Procedures

Employee Benefits Procedures

Prospecting
Quotation Procedures
New Business Procedures
Renewal Procedures
Individual Life & Health
Procedures

GET STARTED TODAY!!!

TMG IS ALSO AVAILABLE TO HELP YOUR AGENCY WITH CUSTOMIZATION. CALL OR EMAIL FOR A QUOTE.

(800) 630-2884
INFO@MOBERGGROUP.COM

ORDER ONLINE AT www.IIAG.org

To order your manual, complete the order form below and mail with your check today. You will receive your manual electronically.

Independent Insurance Agents of Georgia, Inc.	
Agency Operations & Procedures Manual (IIAG Members Only)	\$ 224.95
Non-IIAG Member Price is \$299.95	\$
TOTAL	\$
Agency Info:	
NAME TITLE	
AGENCY/COMPANY	
ADDRESS	
CITY STATE ZIP	
EMAIL PHONE	

Please make checks payable to **IIAG** and mail along with this order form to:

Independent Insurance Agents of Georgia 4555 Mansell Rd #300 Alpharetta, GA 30022





The Moberg Group

232 Crossroad Lane Franklin, NC 28734

Toll Free (800) 630-2884 info@MobergGroup.com www.MobergGroup.com