

# FORENSIC ANALYSIS & ENGINEERING CORPORATION

## JOB ASSIGNMENT INFORMATION SHEET

FAEC FILE NO: \_\_\_\_\_ DATE OPENED: \_\_\_\_\_  
FILE MANAGER ASSIGNED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE OF ACCIDENT / LOSS: \_\_\_\_\_ TYPE \_\_\_\_\_  
LOCATION OF ACCIDENT / LOSS: \_\_\_\_\_

INSURED'S NAME: \_\_\_\_\_  
INSURED'S PHONE NUMBER \_\_\_\_\_ TYPE  Plaintiff  Defendant  
PLAINTIFF'S NAME: \_\_\_\_\_  
DEFENDANT'S NAME: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
FIRM ADDRESS: \_\_\_\_\_  
PHYSICAL ADDRESS: \_\_\_\_\_  
OFFICE PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
FILE NO.: \_\_\_\_\_ CLAIM / POLICY NO. \_\_\_\_\_

INVOICE SENT TO: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_

REFERRAL SOURCE:  ALREADY A CLIENT  WEBSITE  MAILER  TRADE SHOW  NATIONAL CONTRACT  
 COMPANY LIST  AD IN  OTHER: \_\_\_\_\_

TYPE OF BUSINESS  INSURANCE  LAW FIRM  INDIVIDUAL  INDUSTRY  
 TECH. SPECIALITY: \_\_\_\_\_

TYPE OF LOSS:  
 ACCIDENT  BIO-MECHANICAL  BIO-MEDICAL  CHEMICAL  CIVIL  COMMON CARRIER  
 CONSTRUCTION  ELECTRICAL  ELECTROCUTION  EXPLOSION  FIRE  LP GAS  MARINE  MATERIALS  
 MECHANICAL  METALLURGICAL  MOLD/MILDEW  PEDESTRIAN  PERSONAL INJURY  PRODUCT DEFECT  
 PSYCHOLOGICAL  SAFETY  STRUCTURAL  VEHICULAR  WORK COMP  OTHER: \_\_\_\_\_

INSPECTION – TYPE AND LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF REPORT REQUESTED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVIDENCE STORAGE  YES  NO DESCRIPTION: \_\_\_\_\_

QUOTED STORAGE \_\_\_\_\_ PER: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

QUOTED RATE RANGE OR PRICE NOT TO EXCEED: \_\_\_\_\_