

## *Burand & Associates, LLC*

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### *Contingency Contract Analysis<sup>®</sup> Service Materials & Fees*

Here's what it takes to get started on your Contingency Contract Analysis—and when it is complete, you will know how your contracts work, how they compare to each other, and how to increase your profits!

#### **Materials**

PLEASE NOTE: We need ALL the information listed below. If we do not receive all the information listed, we may not be able to complete your report or your report will not be as complete and thorough as it would otherwise be. Also, if information is missing, the analysis will take much longer to complete. To begin the analysis, send us:

- A copy of each contract to be analyzed.
- Copies of the agency's year-end agency master code production documents for the last three years for each company. If the agency has no agency master code production documents or has more than two separate agency producer codes, additional charges may be incurred. (An agency master code is the agency producer code provided by each company for all the agency's locations, branches, divisions, and producers.)
- Copies of the agency's contingency bonus documents (showing how the bonus was calculated and the bonus amount, regardless of whether the agency received a bonus).
- To consider the agency's total compensation in the analysis, please include the average commission rate paid by each company last year. If you would like commissions considered based on your average book (which is the only accurate method), an additional charge of \$150 will apply and you will need to send a "Summary Book-of-Business Report."
- A deposit of \$900 U.S.
- The name and phone number of an agency contact with whom we can discuss any questions. Please include their business card.

It takes three to four weeks to complete an analysis once we have all the required information.

#### **Fees**

- \$900 U.S. per contract; additional charges will apply for E&S contracts.
- It often takes agencies some time to find all the information described above. To make it worth your while, if you send us all the required information the first time, you will receive a 10% discount! When information is missing, it takes us considerably more time to reconcile the data and then contact you to obtain it--which in turn delays us getting the results back to you. Therefore, we'll pass along a dollar savings to anyone that can get us

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- all the information up-front!
- If a company has separate personal and commercial contracts, that counts as two contracts.
  - The price will vary if the agency has multiple locations and each has separate contingency contracts.

**Updated Contract Analysis** (When a previously analyzed contract is revised by the company.)

Send us:

- A copy of the new contract and any promotional material provided by the company.
- \$500 U.S. per contract.

NOTE: Burand & Associates, LLC is an advocate of agencies which constructively manage and improve their contingency contracts by learning how to negotiate and use their contingency contracts more effectively. We maintain that agents can achieve considerably better results without ever taking actions that are detrimental or disadvantageous to the insureds. We have never and would not ever recommend an agent or agency implement a policy or otherwise advocate increasing its contingency income ahead of the insureds' interests.

A complete understanding of the subjects covered on this Web site may require broader and additional knowledge beyond the information presented. None of the materials on this site should be construed as offering legal advice, and the specific advice of legal counsel is recommended before acting on any matter discussed on this site. Regulated individuals/entities should also ensure that they comply with all applicable laws, rules, and regulations.