

ERRORS AND OMISSIONS COVERAGE
SUPPLEMENTAL APPLICATION

A. GENERAL APPLICANT INFORMATION

Agency Name: _____ Agency Code: _____

Applicant: _____

Mailing Address: _____

Effective Date: _____

Coverages Desired: Cost to correct Endorsement
 Direct Mailing Services Endorsement

Limits of Liability: \$300,000 each loss/\$600,000 Aggregate
 \$500,000 each loss/\$1,000,000 Aggregate
 \$1,000,000 each loss/\$2,000,000 Aggregate

Deductible: \$1,000 per claim
 \$2,500 per claim
 \$5,000 per claim
 \$10,000 per claim

1. Gross sales for prior 12 months: _____ Estimated sales for next 12 months: _____
2. Place a check next to the statements that describe the extent of your graphic design services.
 - Most work is done to customers specifications with little or no design by the account
 - Specifications are primarily done by customer with suggestions from the account
 - Full prepress graphic design services are provided on most jobs
 - Graphic design services are provided to others
3. Place a check next to any of the quality control procedures the applicant has in place:
 - Customer proofreads final draft
 - Sign-off on final draft required from customer prior to printing
 - All jobs checked for appearance and accuracy before released to customer
 - Production documents kept up-to-date
 - Customers retain copy of material to be printed
 - Changes in specifications are made in writing
 - Hold harmless agreement included in contract (attach a copy)



4. Indicate percentage of total sales for the following four categories of printed materials

<p>Category A: _____%</p> <p>Bulletins Newsletters Envelopes Stationery Folding paperboard boxes</p>	<p>Category B: _____%</p> <table border="0"> <tr> <td>Announcements</td> <td>Facsimile Letters</td> </tr> <tr> <td>Blue Prints</td> <td>Greeting Cards</td> </tr> <tr> <td>Book Printing</td> <td>Invitations</td> </tr> <tr> <td>Booklets</td> <td>Manuals</td> </tr> <tr> <td>Brochures</td> <td>Maps</td> </tr> <tr> <td>Business Forms</td> <td>Menus</td> </tr> <tr> <td>Computer Forms</td> <td>Paper Packaging</td> </tr> <tr> <td>Calendars</td> <td>Postcards</td> </tr> <tr> <td>Cards</td> <td>Presentation Folders and Binders</td> </tr> <tr> <td>Data Sheets</td> <td>Press Kits</td> </tr> <tr> <td>Decalmanias</td> <td>Specialty Items (matchbooks, mugs, napkins, t-shirts)</td> </tr> <tr> <td>Die Cutting</td> <td>Wallpaper</td> </tr> <tr> <td>Embossing</td> <td></td> </tr> <tr> <td>Engraving</td> <td></td> </tr> <tr> <td>Film Processing</td> <td></td> </tr> <tr> <td>Equipment Lists</td> <td></td> </tr> </table>	Announcements	Facsimile Letters	Blue Prints	Greeting Cards	Book Printing	Invitations	Booklets	Manuals	Brochures	Maps	Business Forms	Menus	Computer Forms	Paper Packaging	Calendars	Postcards	Cards	Presentation Folders and Binders	Data Sheets	Press Kits	Decalmanias	Specialty Items (matchbooks, mugs, napkins, t-shirts)	Die Cutting	Wallpaper	Embossing		Engraving		Film Processing		Equipment Lists	
Announcements	Facsimile Letters																																
Blue Prints	Greeting Cards																																
Book Printing	Invitations																																
Booklets	Manuals																																
Brochures	Maps																																
Business Forms	Menus																																
Computer Forms	Paper Packaging																																
Calendars	Postcards																																
Cards	Presentation Folders and Binders																																
Data Sheets	Press Kits																																
Decalmanias	Specialty Items (matchbooks, mugs, napkins, t-shirts)																																
Die Cutting	Wallpaper																																
Embossing																																	
Engraving																																	
Film Processing																																	
Equipment Lists																																	
<p>Category C: _____%</p> <p>Admission Tickets for Concerts, Sporting Events, etc. Advertising or promotional materials Bar codes, including UPC (Universal Product Code) or Optical Character Recognition Catalogues Labels with instructions or warnings Labels, stickers and wrapping tags News Supplements Periodicals Posters or Signs Products with a long product life Playing Cards Raffle Tickets Telephone Directories (except local) Trade Show materials Transportation tickets for air, train, boat or bus</p>	<p>Category D: _____%</p> <p>Direct Mail data processing Financial documents; annual and quarterly reports, bank checks, bonds, coupons, vouchers, negotiable instruments, money orders, drafts, travelers checks, financial statements, stock certificates, stock proxies or securities Legal documents: licenses, corporate legal stock, certificates of birth or death Lottery tickets (except local raffles) Stamps Web site design or development Reproduction or restoration of valuable or rare documents</p>																																
<p>Direct Mail Data Processing: _____%</p>	<p>Mailing Fulfillment: _____%</p>																																

Explain all "Yes" responses under "Remarks" below.

- 5. Any changes in operation anticipated? Yes No
- 6. Any work subcontracted? Yes No
 If Yes, percent of work subcontracted? _____%
- 7. Are certificates of insurance required from subcontractors? Yes No
- 8. Are hold harmless agreements required from subcontractors? Yes No
- 9. Has this coverage been declined, cancelled or non-renewed during the past 3 years? Yes No
- 10. Have you ever been sued or had to pay for the improper performance of any printing related services provided by you or your subcontractors? Yes No
 If Yes, provide details under remarks below.
- 11. Do you know of any pending losses which may result in claim or suit? Yes No
 If Yes, provide details under remarks below.

Remarks: _____



B. PRESENT CARRIER AND LOSS INFORMATION

Policy Number and Expiration	Present Carrier	Premium	Date and Amount of Loss	Description and Cause of Loss

C. MAILING FULFILLMENT

1. Place a check next to any products for which the account fills orders:
- Drugs, health or natural food products, vitamins or health supplements
 - Tobacco products
 - Firearms or ammunition
 - Prescription drugs, medicines or medical supplies
 - Sporting goods, exercise machinery, bows, arrows, skis or helmets
 - Food or beverage products
 - Cosmetics or beauty aids

DECLARATION AND SIGNATURE

Authorized Entity Representative Designation

The person named herein is authorized and designated to give and receive any and all notices on behalf of the entity and all Insureds from the entity or their authorized representative(s) concerning this insurance.

Named Individual: _____

Title/Position: _____ **Date:** _____

Attestation

The authorized signer of this application represents to the best of his/her knowledge and belief that the statements and information set forth herein are true and include all material information. The authorized signer also represents that any fact, circumstance or situation indicating the probability of a claim or legal action now known to any entity official or employee has been declared, and it is agreed by all concerned that the omission of such information shall exclude any such claim or action from coverage under the insurance being applied for. Signing of this application does not bind The Hanover Insurance Group Inc., to offer, nor the authorized signer to accept insurance, but it is agreed this application and any attachments hereto shall be the basis of the insurance and will be incorporated by reference and made part of the policy should a policy be issued.

Signature of Authorized

Entity Representative: _____ **Date:** _____

This application is not complete without the Printer's Industry Segment Application