

VALUE INSURANCE AGENCY INC.

A member of the *Independent Agents & Brokers of America*

300 N. Washington Street, Suite 104
Alexandria, VA 22314
www.valueinsuranceinc.com

Phone: (703) 351-7878
Fax: (703) 527-7207
agent@valueinsuranceinc.com

Client-Agent Service Fee Agreement

This letter is to confirm your understanding of the Service Fee Agreement between you, (the Client), and Value Insurance Agency Inc, (the Agent). Pursuant to this agreement, the Client acknowledges and agrees that certain services are subject to fees in excess of the premium paid for insurance. A schedule of these services and their respective fees are included below and are subject to change at the discretion of the Agent. For your convenience, the most up-to-date version of this schedule is available at: <http://www.valueinsuranceinc.com/feeagreement.pdf>

Pursuant to this agreement, the Agent will perform the following services at the Client's request, for an additional fee, as itemized below:

<u>SERVICE</u>	<u>FEE</u>
Preparation of a Certificate of Insurance	\$75 per certificate
NCCI/IWIF Workers' Compensation Application	\$400 per application
Re-write fee if policy is cancelled (because of non-payment, etc.)	\$400 per re-write
Preparing application for Surplus line insurance	\$400 per application
Renewal of policy with Surplus line insurance	\$400 per application
Change of address with insurance carrier	\$150 per update
Endorsement request	\$85 per hour
Preparing documents for premium financing	\$400 per application
Additional services	\$85 per hour

Payment is due on completion of services. Client agrees to withdrawal of any fee from bank account or by processing credit card.

If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to the Agent.

Client

Date