



*Kimbrell Insurance Group*

*A Subsidiary of First Financial Holdings, Inc.*

[www.kimbrellcompany.com](http://www.kimbrellcompany.com)

## Attention Commercial Lines Agents

### Certificates of Insurance

**In an effort to streamline the process of issuing Certificates of Insurance, please be aware of the following procedures:**

- ◆ All certificate requests are processed within 48 hours of receipt
- ◆ Urgent certificates can be issued by your office (Kimbrell must receive a copy)
- ◆ Certificates issued out of your office can not be changed or amended to add Special Wording, Waiver of Subrogation, or Additional Insureds
- ◆ Certificates requiring a change or any amendment must be issued by Kimbrell\*

\*Waivers of Subrogation and Additional Insureds require additional premium which is fully earned. Kimbrell must endorse the policy and issue certificate

**If you have any questions, please contact Susan Tomko  
([stomko@kimbrellcompany.com](mailto:stomko@kimbrellcompany.com))**

**Thank you,  
Commercial Lines Division**

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