



# Certificate of Insurance Tracking Services

Creative Insurance  
Concepts, Inc.

## SERVICES DESIGNED FOR:

- Purchasing Departments
- Purchasers of Vendor Services
- Risk Managers
- Project Managers
- Finance Departments
- Construction Management Firms
- State & Federal Agencies
- Many others . . .

## A sensible alternative to accurately track vital documents

Engaging in contractual agreements with suppliers and vendors can be risky business.

Recognizing this, your company may already have a procedure in place for requiring proof of insurance to reduce liability issues. This proof is a document called a certificate of insurance, and is used as a powerful risk management tool to transfer risk from one company to another in contractual agreements.

After the certificate is obtained, the challenge facing most companies is that *no one is monitoring them*. Are your certificates being filed away in purchasing files or in several different departments within your organization? Has your company established certificate guidelines, and are all your suppliers complying?

Without a tracking system, your vendors could be exposing your company or agency to unnecessary coverage gaps. Documents could also be lost or destroyed by fire.

Creative Insurance Concepts, Inc. will manage, monitor, maintain and track your certificates, using *your* established guidelines for compliance.

The data is maintained on our secured system and backed daily. Once converted, our clients are provided with CD-ROMS for easy storage. This eliminates the need for fragile paper documents.

**Creative Insurance  
Concepts, Inc.**

# Certificate of Insurance Management Services



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*If your company or agency requires insurance documentation, this cost-effective service will be a great support and advantage, creating a customized, organized, and functional system to integrate with your departments.*

24-hour access is available via our secured website. For an online demonstration, click on **(DTMS)** from our website:

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

**We also provide these additional  
certificate services:**

- ▶ **Training for Buyers**
- ▶ **Procedure Manuals**
- ▶ **Compliance Audits**