

*Quality  
Craftsmanship*



*Professional  
Service*

*Roofing • Siding • Gutters • Windows*

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## **FOLLOW THESE SIMPLE STEPS TO ENSURE A HASSLE FREE CLAIM PROCESS**

1. Contact the claims center of your Insurance Company and report that you may have hail damage to your home.
2. Once you have reported the claim, contact your Field Representative with the claim number.
3. The Insurance Company will contact you with the name and phone number of the Adjuster, along with the date and time that the Adjuster will be coming out to inspect your home. **Contact your Field Representative with this information.** To protect your best interests, we need to meet with your Adjuster and come to an agreement on the full scope of the damage to your home.
4. After the meeting with your Insurance Adjuster, your Field Representative will contact you on what work the Insurance Company will be covering on your home and to set up a time to select the products and colors to be used on your home.
5. Once you have selected the products and colors, your Field Representative will schedule your project for production and within two weeks your project should be started.
6. Upon completion of your project, our Inspector will examine the completed work and pick-up any left over materials.
7. At some point in this process your Insurance Company will typically send out a claim report and the first of two checks. When you receive this, contact your Field Representative and arrange a time to have this picked up.
8. After we receive the insurance paperwork and your project is deemed complete, both you and your Insurance Company will receive a final invoice. When you receive the second and final check, from the Insurance Company, the remainder of the invoice is due.



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