



THREE STEPS IN REVIEWING YOUR ADMINISTRATION STATEMENT

If you haven't already, you will be receiving a **NEW Statement of Administration Fees**. Chambers Plan has improved the form.

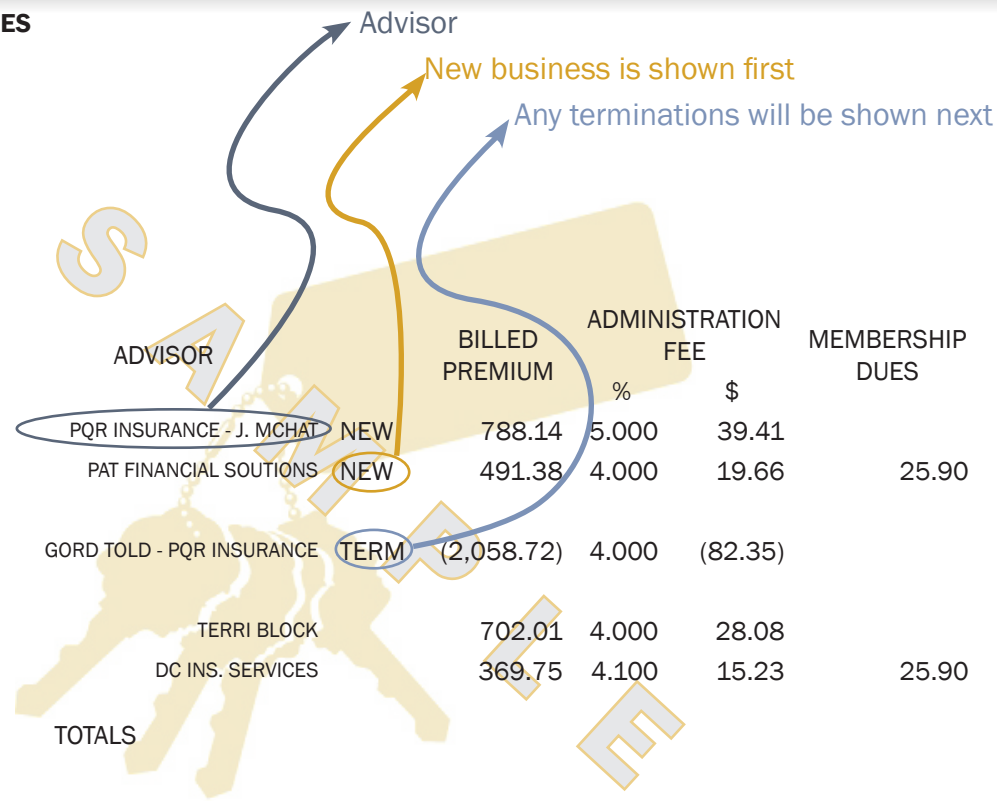
- 1 Check all members are in good standing.
- 2 Any members in arrears please note:
 - a. Date original invoice was sent;
 - b. Date reminder invoice was sent;
 - c. Date personal phone call was made; THEN,
 - d. Call or e-mail the Advisor, they will follow up.
- 3 Any questions or concerns can be directed to Pam Brace:
1-866-421-1110 ext. 104
pam@prteam.ca

Note: Premature cancellation of a Plan will result in loss of coverage which could have a huge impact on your members.

STATEMENT OF ADMINISTRATION FEES AS AT APR 1/15

PRIVATE & CONFIDENTIAL
ABC CHAMBER OF COMMERCE
123 ANYWHERE ROAD
ANYWHERE, PROV PC

FIRM	EFF./ TERM	ADVISOR		BILLED PREMIUM	ADMINISTRATION FEE		MEMBERSHIP DUES	TOTAL
					%	\$		
ABC GLASS	12345 MAR11	PQR INSURANCE - J. MCHAT	NEW	788.14	5.000	39.41		39.41
DEF PROCESS	67890 MAR11	PAT FINANCIAL SOUTIONS	NEW	491.38	4.000	19.66	25.90	45.56
GHI AUTO	11122 MAR06	GORD TOLD - PQR INSURANCE	TERM	(2,058.72)	4.000	(82.35)		(82.35)
JKL TECH	11223 APR08	TERRI BLOCK		702.01	4.000	28.08		28.08
MNO PLUMBING	12234 MAY10	DC INS. SERVICES		369.75	4.100	15.23	25.90	41.13
TOTALS								



**PLEASE INSURE ALL FIRMS ARE MEMBERS IN GOOD STANDING IN YOUR LOCAL CHAMBER.
IF FIRMS APPEAR THAT ARE NOT MEMBERS, PLEASE CONTACT OUR SERVICE LINE AT 1-800-663-0805**