

Date \_\_\_\_\_

**TYPE OF CLAIM (pick only one)**

Lifetime BG Protection Plan™ BG

Pre-owned Vehicle Protection



Courtesy Claims Management, LLC

P.O. Box 1241

Wichita, KS USA 67201

1-844-376-4928

**Fax: 316-265-6047**

Email: [claims@courtesyclaims.com](mailto:claims@courtesyclaims.com)

Web: [courtesyclaims.com](http://courtesyclaims.com)

# courtesy claims management, LLC

## Claim Information

1) Owner/Customer name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2) VIN \_\_\_\_\_ Current odometer reading \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

3) Name of repair facility \_\_\_\_\_

Contact name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_ Preferred contact  phone  email

4) Original complaint \_\_\_\_\_

\_\_\_\_\_

Failed Component  Brakes  Cooling System  Engine  Fuel/Air  Power Steering  
(pick only one)  Transmission  Front Differential  Rear Differential  Transfer Case

Resolution Description \_\_\_\_\_

\_\_\_\_\_

5) Estimated expenses for materials & parts \_\_\_\_\_ Labor rate per hour \_\_\_\_\_ Tax rate (parts only) \_\_\_\_\_

**Submit the following information:**

1. All service repair orders indicating compliance with terms and conditions of the BG Protection Plan, including BG part numbers, retail prices and labor charges.
2. If a pre-owned vehicle, BG PVP registration card number and Bill of Sale.
3. The lease agreement, if the vehicle is leased.
4. The estimate for repairs, including part numbers, prices and labor hours. If the repair in question has not been fully diagnosed and/or torn down, the Repair Facility must get the customer's authorization to do so and email or fax CCM when a complete diagnosis is available. (Charges for diagnostic procedures and teardown costs are not covered unless they are an integral part of the repair.)

BG service used \_\_\_\_\_