



# RISK MANAGEMENT COMPLIANCE SOLUTIONS

INSURANCE CERTIFICATE & DOCUMENT TRACKING

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P.O. Box 390131

Edina, MN 55439

Support: 952-681-2391 Fax: 612-466-3136

## NEW SUBCONTRACTOR CONTACT SHEET

Date: \_\_\_\_\_

RMC Client Business Name: \_\_\_\_\_

Subcontractor Business Name: \_\_\_\_\_

### Business Address

Street Address 1: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Subcontractor Contact Name(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Subcontractor E-mail(s): \_\_\_\_\_

*\*Valid e-mail(s) required*

\_\_\_\_\_  
\_\_\_\_\_

Subcontractor Phone: \_\_\_\_\_

Trade Performed: \_\_\_\_\_

#### DISCLAIMER AGREEMENT

- RMC is not able to guarantee compliance. Not all vendors will respond to one or multiple requests for certificates/documents or for **meeting additional** requirements. Client vendors may comply with some, but not all of the requirements resulting in partial compliance. **Client will decide the course of action regarding no response by vendors or partial compliance.** Not all insurance items in contract can be tracked. (i.e. products coverage for 2 years)
- RMC is not able to force timely responses by a vendor or to force a vendor to be in compliance at any point in time or on an on-going basis.
- RMC cannot guarantee certs for audits due to lack of responsiveness of vendors.
- RMC cannot be held liable for inaccurate information provided to them on certificates of insurance or otherwise.
- RMC does not provide legal services or insurance advice. RMC recommends that client consults with an attorney and insurance agent as the best tools for implementing an insurance and risk management program that will address specific needs of client.
- RMC is not a repository for legal contracts.