



AND

**SPHERE**  
RISK PARTNERS

## CLAIM REPORTING PROCEDURES

All claims and potential claim incidents should be reported regardless of severity.

### Reporting a Claim - Please be prepared with the following:

- **Acknowledge you are a Risk Suppression Member**
- Contractor's CGL Policy # & Business Name
- Incident Location and Event Description - describe what happened
- Loss Description & Loss Date - describe known or expected damages
- Reporting Source Contact Information - Name/Phone/Email
- Claimant Name, Address, Phone & Email if applicable

### Claim Reporting Methods

Email: [firstreports@sphereriskpartners.com](mailto:firstreports@sphereriskpartners.com)

Phone: 1 - (888) - 428 - 7847

Fax: (610) - 891 - 6936

**Business Hours: Monday - Friday 8:00AM - 5:00PM Eastern**

**After Hours - Weekend - Holiday: Available 24/7**

#### Sphere Risk Partners Management

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#### Sphere Contact Information

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