



“We’re big enough to handle it and small enough to care!”

Accident Guide

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You've had an accident where do you go from here?

After an accident, it can be difficult to see past the chaos, adrenaline, and emotional uproar that you may be experiencing. Here we provide you with a step by step guide to ensure that you are safe, organized and have all your bases covered in the event of an accident.

At the scene of an accident:

- 1. Call the police if anyone has been injured.
2. If there are no injuries, drive your vehicle to a safe area so that you are not at risk of being injured by vehicles driving by and so that regular traffic flow is not impeded.
3. Exchange your name, contact info, insurance company names, policy numbers and driver's license numbers.
4. If there are witnesses to the accident, obtain their names, addresses and telephone numbers.
5. To the best of your ability, write down your description of the accident while it is fresh in your mind.

Your name and contact info:

(Provide this section to the third-party)

Name:
Address:
Phone Number:
Insurance Company:
Policy Number:
License Plate:
Driver's License:
Year, make, model of vehicle:

Third-Party Information:

(Obtain this info from the third-party)

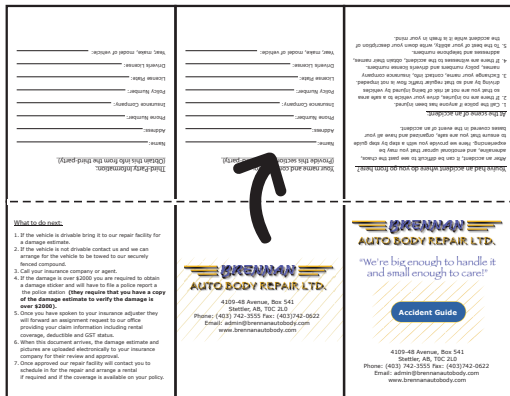
Name:
Address:
Phone Number:
Insurance Company:
Policy Number:
License Plate:
Driver's License:
Year, make, model of vehicle:

What to do next:

- 1. If the vehicle is drivable bring it to our repair facility for a damage estimate.
2. If the vehicle is not drivable contact us and we can arrange for the vehicle to be towed to our securely fenced compound.
3. Call your insurance company or agent.
4. If the damage is over \$2000 you are required to obtain a damage sticker and will have to file a police report at the police station (they require that you have a copy of the damage estimate to verify the damage is over \$2000).
5. Once you have spoken to your insurance adjuster they will forward an assignment request to our office providing your claim information including rental coverage, deductible and GST status.
6. When this document arrives, the damage estimate and pictures are uploaded electronically to your insurance company for their review and approval.
7. Once approved our repair facility will contact you to schedule in for the repair and arrange a rental if required and if the coverage is available on your policy.

# Folding Instructions

1.



2.



3.



★ Place in your glovebox for quick reference