



# VALET LOSS NOTICE

Policy Number	Insured	Date of Loss
Insured Phone #	Insured Contact	Best time to reach
Insured Driver Name	Driver Age and Date of Birth	Driver Date of Hire

Loss Location #	Loss Location Address
<b>If loss occurred off-premises, complete the following:</b>	
Location # and Address where trip began	Location # and Address where trip was to end

**Description of Loss:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Claimant Contact Name	Claimant Contact Phone Number	Vehicle Year, Make & Model

**If anyone was injured, complete the following:**

Name of Injured Person	Phone #	Describe Injuries

**List any witnesses:**

Name of Witness	Phone #

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

