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BUTLER, WI 53007
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800-236-4970
Fax: 262-781-9671
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MADISON
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MADISON, WI 53716
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Fax: 608-221-0610

GREEN BAY
3101 FRENCH ROAD
DE PERE, WI 54115
920-343-6496
855-414-7895
Fax: 920-343-6499

To Whom It May Concern:

We are sending this letter to request insurance coverage on equipment that is being Rented/Leased from Kelbe Bros. Equipment Co., Inc. It is necessary that we have a current Certificate of Insurance on file from your company if you rent, lease, or demo any equipment from Kelbe Bros. Equipment Co., Inc.

Please see insurance requirements below, and provide to us at your earliest convenience via Fax: 262-781-9671, or Email: accounting@kelbebros.com.

Please note the following:

- ✓ A Certificate of Insurance is required for any Equipment that is being Rented/Leased from Kelbe Bros. Equipment Co., Inc.
- ✓ The "General Liability" must be at a minimum of \$1,000,000 per each occurrence.
- ✓ Property coverage is required for the Full Replacement Value of the Equipment being Rented/Leased from Kelbe Bros. Equipment Co., Inc.
- ✓ Kelbe Bros. Equipment Co., Inc. must be listed as Loss Payee and Additional Insured on the certificate.
- ✓ A 10-day written notice to the certificate holder of cancellation is required.
- ✓ If it is a single-coverage Certificate of Liability Insurance please list any and all pieces of machinery that are being demonstrated, rented or leased. A blanket insurance certificate may be easier if there are multiple pieces of equipment being rented or the equipment is being rented over an extended period of time.
- ✓ **A copy of the actual Insurance Policy is not necessary.**

If you have any questions please call me at (262) 373-2125.

Thank you for your prompt attention.

Laura Frea

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