



New Client Approval/Rate Request Form

Please email this completed form to carena@novacore.com

Person Completing Form:	24 Hour Exposure? <input type="checkbox"/> Yes <input type="checkbox"/> No
Insured Name:	Hourly Wage:
Policy # & Policy Effective Date:	Class Code:
Client Company Name:	State of Placement:
Client Address:	Projected Payroll:
Client Web Address:	Projected # of EEs:
Is There or Will There Be a Written Contract With This Client? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Start Date:

What does the company do? (nature of business):

Detailed description of tasks performed by the temporary employees:

Describe equipment/machinery to be operated:

Any driving or passenger in vehicle exposure? Yes No
If so, explain:

Forklift operations: Yes No If yes, certified? Yes No # of forklift placements:
Are stand-up forklifts or motorized pallet jacks utilized? Yes No

Maximum unassisted weight to be lifted:
Is there any use of slings, chains, floor or overhead cranes to move large products? Yes No
If yes, explain:

PPE required? Yes No If yes, what?

Any exposure to chemicals? Yes No If yes, what kinds?
Does the job placement include any painting, coating or use of chemicals? Yes No
If yes, explain:

Has the insured completed a physical hazard evaluation of the facility? Yes No
If machine operators are placed, has the physical evaluation included review of machine, age, guarding and training needs?
 Yes No

Any height exposure? Yes No
If yes, explain:

For NSM Only	
Class Code Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Manual Rate:
Approved Class Codes:	Class Description:
Approved by/Date Approved:	Hazard Code:
Reason for Denial or Comments or Limitations of Approval:	

- The class code is approved for the client listed above only. All new clients and/or additional class codes for this client must be approved prior to further placements.
- The rates given are MANUAL RATES not applying experience mods, debits, credits, surcharges, etc.
- The class code WILL NOT be automatically added to the policy via endorsement. If the contract is secured, please notify your broker to have the class added to the policy. If you are on PAYGO, the class will NOT be available for payroll reporting unless endorsed onto the policy.