



REQUEST FOR CERTIFICATE OF INSURANCE GUIDELINES

1. Attached is a copy of the Certificate of Insurance request form.
2. You should e-mail your requests directly to certificates@willis.com
3. Make sure when completing the form that you list yourself ("certificate requestor") as a recipient under Handling Instructions so that you receive a copy.
4. You can request to have the certificate faxed or e-mailed to you and/or the certificate holder.
5. You can e-mail certificates@willis.com to request a status on a pending certificate, but note that Willis' timeframe is 24-48 hours although most certificates are received sooner. You can also reach them by phone at 1-877-945-7378.
6. Rush requests, which require an eight-hour turnaround time, should be kept to a minimum and must include the word "RUSH". Because of the volume of requests at the beginning of the policy term, the turnaround time will be closer to 3 or 4 **business** days from December 30 until about January 10th.
7. Always include any additional documentation including contract excerpts related to insurance requirements with your request.

If you have any questions, please feel free to contact Kori Storey at:

Kori Storey
Senior Client Manager
Phone: 404-224-5153
Kori.Storey@willis.com

If Kori is not available, please contact the following back-up associate:

Isabel Mithen
Assistant Vice President
Phone: 404-224-5068
Isabel.Mithen@willis.com

Phone #: 1-877-945-7378
 FAX #: 1-888-467-2378

E-Mail : Certificates@Willis.com
 E-Mail : Autoid@Willis.com

Tupperware Brands Corporation
IBS# 33005763

Today's Date: _____ Requested by: _____ Phone No. _____

REQUEST FOR CERTIFICATE OF INSURANCE

Named Insured: Self Employed Tupperware Directors

Certificate Holder*: _____
Address: _____
City, State, Zip: _____
ATTENTION: _____

***Certificate Holder will automatically be named as Additional Insured on the Certificate of Insurance**

Description:	Tupperware Manager/Director Name:	_____
	Event Name:	_____
	Event Date	_____

Comments: _____

Handling Instructions	<input type="checkbox"/> Email to Certificate Holder @	_____
	<input type="checkbox"/> Email to Certificate Requestor @	_____
	<input type="checkbox"/> FAX to Certificate Holder @	_____
	<input type="checkbox"/> FAX to Certificate Requestor @	_____
	<input type="checkbox"/> Mail to:	_____