

# Services Agreement

Webber Insurance Services

SAMPLE

## Services Agreement



Commencement Date

**Account Broker:** TBA

**Account Executive:** TBA

328A Magill Road  
Kensington Gardens SA 5068  
**1300 932 237**

[contact@webberinsurance.com.au](mailto:contact@webberinsurance.com.au)

We are delighted to confirm our engagement as your Insurance Broker. We write to confirm how and on what terms we will manage your insurance needs.

We subscribe to and are bound by the Insurance Brokers Code of Practice a full copy of which is available on our website – [Click Here to View](#).

We usually act on your behalf and in your interests in all matters. Sometimes, it may be more appropriate for us to either arrange insurance or manage claims where we act as an agent of the insurer. If and when this situation arises, we will explain and highlight this to you.

We are authorised to advise you about and arrange general insurance products. If we are unable to advise you or act on your behalf due to a conflict of interest which cannot be managed we will immediately notify you.

More information about our services and remuneration arrangements are available from our **Financial Services Guide (FSG)** available on our website – [Click Here to View](#).

## Your Insurance Needs

<Briefly describe the nature of the client's business, e.g. you are a construction company specialising in major buildings etc.>

You have asked us to manage the insurance/s below on your behalf:

**Type of Policy:** <insert policy>

Your existing insurance program expires on <insert date>. We have not yet reviewed the program and cannot advise about the adequacy of the existing coverage. We will review the program and provide our recommendations for any changes or additions by <insert date>.

## Your Account Executives

The Account Broker/Executive shown above will look after your insurances. They will be assisted by other brokers and specialists in the firm from time to time.

You may contact them in person, by telephone or email.

## Services Agreement



### Our Services

A comprehensive list of the **Services** we may provide is available on our website – [Click Here to View](#).

### Important Relationships

We are a privately owned insurance broking firm. Webber Insurance is part of the Steadfast Group which is the largest insurance broker network in Australia. This provides flexibility and influence when negotiating with insurers on a client's behalf.

### Your Disclosure Obligations

Please refer to our **Duty of Disclosure Policy** on our website – [Click Here to View](#).

### Contractual Liability

Many commercial or business contracts contain clauses that relate to your liability (including indemnities or hold harmless clauses). These clauses may entitle your insurers to either reduce cover, or in some cases, refuse to indemnify you at all. Please inform us of any clauses of this nature before signing and accepting such contracts. We may recommend that you seek legal advice. More detail information is available on our website via the following link – [Click Here to View](#).

We can also advise on risk management strategies apart from insurance.

### Continuity of Cover

It is important that you maintain continuity of cover. Accordingly, if a contract of insurance falls due and we are unable to contact you, we will automatically arrange for the policy to be held covered (or renewed if necessary). If you do not require the cover, we ask that you tell us as soon as possible. A short-term premium may apply. Please tell us if you do not wish us to provide this service.

### Cancellation

We can only cancel a contract of insurance on the written instructions of a person authorised to represent each of the parties who are named as insureds. We cannot cancel any contract of insurance which is subject to the Marine Insurance Act 1909.

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### Period of Engagement

Unless we agree in writing otherwise, our appointment is for the period of insurance shown above. You may cancel our appointment by giving written notice at any time. Our appointment is exclusive and replaces the appointment of your current broker.

We look forward to working with you and to a long and mutually satisfactory relationship. We encourage you to call your Account Executive at any time if you have any questions about our services or your insurances.

### Premium Funding / Payment Terms / Credit Card Fees

For more information regarding Premium Funding, Payment Terms and Credit Card Fees, please refer to our Payment Policy document available on our website – [Click Here to View](#).



**WEBBER**  
INSURANCE SERVICES