

### NOTE

The only mandatory abbreviations are the 'HEADINGS'. You can capitalize as you see fit and still write out your abeyances however you want; just be sure to include the abbreviation somewhere in the title.

### HEADINGS

**RNL** - Renewal

**RNL/RWR** - Renewal Rewrite

**PCH** - Policy Change

**SPC** - Signed Policy Change

**APP** - Application

**NEW** - New Policy Documents

**CANCEL** - Cancellation

**LETTER** - Letters

**EMAIL** - Emails

**CALL** - Calls

**PAYMENT** - Payments

**FU** - Follow Up reminder

**ICI** - Insured Came In

### PCH: CATEGORIES

**SUB** - Substitutions

**DEL** - Deletions

**ADD** - Additions

**AMEND** - General Amendments

**COA** - Change of Address

### DOCUMENTS

**BOS** - Bill of Sale

**MVR** - Abstracts

**A+** - Autoplus Reports

**EVAL** - Home Evaluations

**ALARM** - Alarm Certificates

**VIR** - Vehicle Inspection Reports

**APPRAISAL** - Appraisals

**BANK** - Bank Documents

**CEL** - Claims Experience Letters

**DT** - Driver's Training Certificate

**DEATH** - Death Certificate

**PHOTO** - Photos

**QUEST** - Questionnaires

**SEF** - Signed SEF forms

**CONSENT** - Privacy Consent

**CLAIM** - Claim Documents

**BINDER** - Binder Letters

### USEFUL ABBREVIATIONS

<b>A/B</b> - Agency Bill	<b>AB</b> - Accident Benefits	<b>ACV</b> - Actual Cash Value
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<b>ADV</b> - Advised	<b>B/C</b> - Because	<b>BLDG</b> - Building
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<b>BWV</b> - Backwater Valve	<b>CHNG / CHG</b> - Change(d)	<b>CLI</b> - Client
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<b>CO</b> - Company	<b>COA</b> - Change of Address	<b>COC</b> - Course of Construction
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<b>COLL</b> - Collision	<b>CONF</b> - Confirm(ed)	<b>CORR</b> - Correction
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<b>D/B</b> - Direct Bill	<b>D/L</b> - Download	<b>DED</b> - Deductible
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### USEFUL ABBREVIATIONS (cont)

<b>DEL</b> - Delete(d)	<b>DISC</b> - Discount	<b>DL</b> - Driver's License
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<b>DOB</b> - Date of Birth	<b>DT</b> - Driver's Training	<b>EFF</b> - Effective
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<b>EST</b> - Estimated	<b>F&amp;EC</b> - Fire & Ext Covg	<b>FWD</b> - Forward
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<b>GRC</b> - Guaranteed Replacement	<b>INCR</b> - Increase(d)	<b>INS</b> - Insured
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<b>INV</b> - Invoice	<b>ISSD</b> - Issued	<b>LH</b> - Lienholder
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<b>LVM</b> Left Voicemail	<b>MH</b> - Motorhome	<b>MHA</b> - My Home & Auto
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<b>MPP</b> Multi Payment Plan	<b>MSG</b> - Message	<b>MTG</b> - Mortgage
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<b>N/AF</b> - Not At Fault	<b>OCC</b> - Occasional	<b>P/C</b> - Pink Card
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<b>PO</b> - Principle Operator	<b>POL</b> - Policy	<b>PREM</b> - Premium
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<b>R'D</b> - Received	<b>S/N</b> - Serial No.	<b>SBU</b> - Sewer Backup
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<b>SUB</b> - Substitute(d)	<b>TPL</b> - Liability	<b>TP</b> - Third Party
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<b>U/W</b> - Underwriter	<b>VEH</b> - Vehicle	<b>VIR</b> - Garage Inspection
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<b>W/</b> - With	<b>W/O</b> - Without
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You don't have to use these, but they can help to simplify your notes.