

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

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

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