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**Contact:**

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**For Immediate Release: Changes to Billing and Collection Procedures**

Dear Agency Partner:

This month we have converted to a new management system for all of our entities; Maritime General Agency, Marine MGA and Windward Marine Underwriters. As a result there are a few changes we need to notify you about as follows:

- You may receive multiple statements from us while we run the receivables off our various legacy systems. In some cases, if you place business with each of our entities, you may receive up to four statements for a few months.
- Going forward we are consolidating all billing for Maritime General Agency and Marine MGA into one statement. Therefore transactions booked June 1st and beyond will be consolidated onto one broker statement. Business booked with Windward Marine Underwriters will continue to be invoice billed, not statement billed.
- All broker statements will be generated and mailed on or about the 1st of every month, payable the 15th of the same month. For the statements produced for this coming July 1st the Marine MGA producers will have an additional 10 days to pay, even though the statement won't reflect such as we have no ability to print multiple due dates on one statement.
- All payments and correspondence will be handled through our accounting office in Enfield, CT. All correspondence should be mailed to:

Maritime General Agency, Inc.

P.O. Box 766, Enfield CT 06083-0766

For overnight packages: 74 Palomba Drive, Unit A, Enfield CT 06082

Lynn Brunette will be the primary contact, assisted by Michelle Nogas. Their contact info is [lbrunette@maritimegeneral.com](mailto:lbrunette@maritimegeneral.com), 860-399-3628, Ext 1628 and [mnogas@maritimegeneral.com](mailto:mnogas@maritimegeneral.com) Ext. 1824. Please note that all policies bound and billed must be paid in order to prevent notice of cancellation from being sent, regardless if a policy has been received or not.

In addition to consolidating our accounting, the new systems recently implemented will greatly enhance our ability to quote, bind and issue policies quickly. It is our goal to provide remarkable service from quoting through issuing for all lines of business and this investment is a step toward fulfilling that goal.

Should you have any questions or comments please feel free to contact me directly at [cpesce@maritimegeneral.com](mailto:cpesce@maritimegeneral.com), at 860-399-3656 or one of the accounting staff listed above. Thank you for your patience during this transition.

''' PLEASE CIRCULATE THIS TO ALL STAFF IN YOUR ACCOUNTING DEPARTMENT'''

Sincerely,

Christopher L. Pesce

President

Maritime General Agency

[www.maritimepg.com](http://www.maritimepg.com)