

Complete with CWCO-SUP-CORE for any business giving professional advice or services for a fee. Technology E&O uses CWCO-SUP-CYBER. Professional liability is claims-made: only claims first made during the policy period are covered.

1

APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME

DBA

FEIN

YEARS IN BUSINESS

BUSINESS ADDRESS

CITY / STATE / ZIP

WEBSITE

Entity type:

☐ Sole proprietor

☐ Partnership

☐ LLC

☐ Corporation

PRIMARY CONTACT / TITLE

PHONE

EMAIL

PROFESSION / LICENSES HELD

NUMBER OF PROFESSIONALS

2

SERVICES & CLIENTS

SERVICE PERFORMED	% OF REVENUE

ANNUAL REVENUE (\$)

LARGEST SINGLE ENGAGEMENT (\$)

CLIENTS PER YEAR

LARGEST CLIENT (% OF REVENUE)

2-1 Does the applicant perform any services outside its licensed profession?

☐ Yes ☐ No

IF YES, EXPLAIN

2-2 Does the applicant work for government entities?

☐ Yes ☐ No

IF YES, EXPLAIN

2-3 Is any professional work subcontracted to others?

☐ Yes ☐ No

IF YES, EXPLAIN

3

EXPOSURE & RISK QUESTIONS — CONTRACTS, DEADLINES & QUALITY CONTROL

Most E&O claims trace back to unclear scope, missed deadlines, poor communication, or contracts promising more than ordinary care. AI tools add a new source: courts have sanctioned professionals for AI-generated errors submitted without review. Written engagements and second review are the core controls.

3-1 Is a written contract or engagement letter used for every client?

☐ Yes ☐ No

IF NO, EXPLAIN

3-2 Do contracts define scope, deliverables, and what is excluded?

☐ Yes ☐ No

IF NO, EXPLAIN

3-3 Do contracts include a limitation of liability?

☐ Yes ☐ No

IF NO, EXPLAIN

3-4 Do any contracts require the applicant to indemnify clients beyond its own negligence?

☐ Yes ☐ No

IF YES, EXPLAIN

3-5 Do any contracts or marketing materials guarantee specific results?

☐ Yes ☐ No

IF YES, EXPLAIN

3-6 Is a deadline tracking (docketing) system used for all client deadlines? ☐ Yes ☐ No
IF NO, EXPLAIN

3-7 Is significant work reviewed by a second qualified person before delivery? ☐ Yes ☐ No
IF NO, EXPLAIN

3-8 Are scope changes and key client decisions confirmed in writing? ☐ Yes ☐ No
IF NO, EXPLAIN

3-9 Are AI tools used to produce any part of client deliverables? ☐ Yes ☐ No
IF YES, EXPLAIN

3-10 If yes to 3-9, is every AI-assisted deliverable verified by a qualified person before delivery? ☐ Yes ☐ No
IF NO, EXPLAIN

3-11 If yes to 2-3, do subcontracted professionals carry their own E&O insurance? ☐ Yes ☐ No
IF NO, EXPLAIN

3-12 Has the applicant sued a client to collect fees in the past 3 years? ☐ Yes ☐ No
IF YES, EXPLAIN

4 STAFF, CLAIMS & HISTORY

4-1 Are all professional licenses and required continuing education current? ☐ Yes ☐ No
IF NO, EXPLAIN

4-2 Has any professional been disciplined or had a license suspended? ☐ Yes ☐ No
IF YES, EXPLAIN

4-3 In the past 5 years, has any claim or demand been made alleging a professional error? ☐ Yes ☐ No
IF YES, EXPLAIN

4-4 Is the applicant aware of any error, complaint, or circumstance that could lead to a claim? ☐ Yes ☐ No
IF YES, EXPLAIN

4-5 Has professional liability coverage been declined, cancelled, or non-renewed? ☐ Yes ☐ No
IF YES, EXPLAIN

DATE	CLAIMANT / ALLEGATION	STATUS	PAID / RESERVED (\$)

5 COVERAGE REQUESTED

Limit requested (each claim / aggregate): ☐ \$250K / \$500K ☐ \$500K / \$1M ☐ \$1M / \$1M ☐ \$1M / \$2M ☐ \$2M / \$2M ☐ Other

RETENTION REQUESTED (\$) CURRENT CARRIER / LIMIT RETROACTIVE DATE (OR 'FULL PRIOR ACTS')

6 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, may be committing a fraudulent insurance act, which is a crime and may subject such person to criminal and civil penalties. State-specific fraud warnings appear on the insurer's application.

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)	TITLE	DATE
PRODUCER — CORY WASHINGTON & CO. LLC	PRODUCER SIGNATURE (TYPE FULL NAME)	DATE