
From: Customer Support New Jersey <customersupportnj@RoomAndBoard.com>
Sent: Wednesday, June 20, 2012 7:05 PM
To: [REDACTED]
Subject: Room & Board - Certificate of Insurance instructions

Thank you for shopping Room & Board.

<=o:p>

It may be possible that your building requires a Certificate of Insurance for deliveries. Since every certificate is specific to the building requesting it, we do not carry a generic form that we can send.

</=:p>

Please have your building management send us the following details in order to complete the Certificate of Insurance. We ask that we receive this information no later than 48 hours prior to your delivery date.

* Include your name>, delivery date (Tues., 6/26/12) and sales order # 1625342</=>

* = A sample certificate if available, if not available we will need the following: Name and address of the Certificate Holder and any additional insured parties.<=p>

* = The contact information for the building management, include name as well as a fax # or email address that the Certificate should be sent to once completed.

The information can be sent to either fax number 201-440-294 or Email: customersupportnj@roomandboard.com
<mailto:customersupportnj@roomandboard.com>

We appreciate your assistance in this process.

<=p>

=