

**PROCEDURE FOR ADDING AND DELETING VEHICLES**

A) To add coverage for a vehicle not originally described to Bedford Insurance Services, you must first comply with the following:

- 1) Provide the year, make, model and full Vehicle Identification Number (VIN) through a  
Call to 800-669-9800, or  
Fax to 818-591-8365, or  
Email to [vsc@bedfordinsurance.com](mailto:vsc@bedfordinsurance.com), or  
On-line internet request at [www.bedfordinsurance.com](http://www.bedfordinsurance.com).

The vehicle(s) will be added accordingly at the time and date received by Bedford.

2) Request addition by mail;

- a) If the envelope is postmarked by the United States Post Office, the earliest possible effective date for vehicle(s) addition is at 12:01 a.m. the day after the postmark.
- b) If the envelope is postmarked by meter, the earliest possible effective date for vehicle(s) addition is at 12:01 a.m. on the date received by Bedford.

B) To delete vehicle(s) from coverage, please include year, make, model and last six digits of the Vehicle Identification Number;

- 1) Request deletion by phone call to Bedford. (Vehicle(s) can be deleted up 7 days prior to the date of call.)
- 2) Request deletion by mail to Bedford. (Vehicle(s) can be deleted up to 30 days prior to the U.S. Mail postmark; if metered, 30 days from the date received by Bedford.)
- 3) Request deletion by Fax memo, Email, or submit an on-line electronic request through [www.BedfordInsurance.com](http://www.BedfordInsurance.com). (Vehicle(s) can be deleted up to 30 days from the date received by Bedford.)

C) Please note that all additions and deletions will be acknowledged by Bedford. If you do not receive an acknowledgement within 2 weeks of requesting the change, contact Bedford immediately.

NOTE: Mid-month additions will be pro-rated (i.e., unless the same vehicle is added and deleted within a 30 day period, then a full month's premium must be charged).

**IF YOU SHOULD HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT US AT 800-669-9800.**