

**Lola Hogan Insurance Consulting, LLC**

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**Expert Witness and Claim File Review Document Guidelines:**

1. Documents may be sent by email, US Mail, or any express delivery vendor.
2. For email, please send only short documents. All documents will be printed and there is 15 cent per page charge for printing.
3. For US Mail or express delivery, send all materials to the Pacific Grove address and waive signature.
4. Please send hard copy, not disc.
5. One sided printing only.
6. All documents to be Bates stamped for reference.
7. In all cases, please make sure there is a signed engagement agreement with Lola Hogan Insurance Consulting, LLC in place prior to, or included with, receipt of initial documents.