**Insurance Notice**

To: Subcontractor/Vendor



From: Victoria Morgan

Pages: 1 (including cover sheet)

Subject: Certificate of Insurance

In order for your company to perform work/deliver products at our jobsite(s), Trans Ash, Inc. needs a certificate of insurance from you. This certificate is also required before Trans Ash will issue payment to you.

The insurance certificate needs to show your General Liability coverage, automotive coverage, Workman’s Compensation coverage and any Umbrella coverage. Our company name and address need to be shown as:

Trans Ash, Inc.

617 Shepherd Drive

Cincinnati, OH 45215

For General Liability on the Certificate of Insurance, Trans Ash, Inc. needs to be listed as Additional Insured. This information is normally placed in the bottom box titled, “description of operations/locations/vehicles/special items/etc”. Your agent can update your certificate with this information.

Please send the certificate of insurance to Accounts Payable via fax, at 513-554-6147 or email ap@transash.com. Please also send via email, the contact name, phone number and email of the individual responsible for sending the COI.

Thank you!

**Corporate Office ▪ P.O. Box 15396 ▪ Cincinnati, Ohio 45215 ▪ (513) 733-4770**