Please return a completed copy of this form via email to [claims@mapfre.co.uk](mailto:claims@mapfre.com)



**Section 4. Documentation**

**In order to process your claim we will require all of the following documents:**

**Vehicle Sales Invoice** – You can request a copy of this from your supplying dealership. Please note, we are unable to accept a Vehicle Order Form.

**Total Loss Offer Letter** – This will confirm the final offer and any deductions made by the Insurance Company.

**Motor Insurance Certificate** – You can request this from your Insurance Company.

**Motor Insurance Schedule** – You can request this from your Insurance Company.

**Hire Purchase Agreement (If Finance Was Taken)** – You can request this from your Finance Company

**Finance Early Settlement Balance at date of loss (If Finance Was Taken)** - You can request this from your finance company

**Please Note -** We are unable to accept any documentation from an Accident Management Company, your Solicitor or Broker, although they will be able to request these documents from the relevant Insurance Company on your behalf.

**Failure to provide the correct documentation will delay the settlement of your claim.**