



Field Manual

Make more money on every project by following this simple process.



Problems

When an inspection is done improperly the cost is more than you may anticipate.

- ▶ **Problem 1**

Improper Documentation can result in a denied claim - wasting everyones time and energies.

- ▶ **Problem 2**

Lack of detail can caused missed line items, lowering claim value and potentially costing O&P markup.

- ▶ **Problem 3**

Missed items may result in the need for a second visit costing drive time and taking you away from other sales.

Solution 1 ◀

Following the process insures that claims get approved with less haggle and frustration..

Solution 2 ◀

Attention to detail will ensure all line items are documented and put in the estimate, increasing profits..

Solution 3 ◀

Taking a few extra minutes will avoid multiple trips and allow you to keep selling..

The Utopia

Where everything is perfect, make your case so strong they can't argue!.

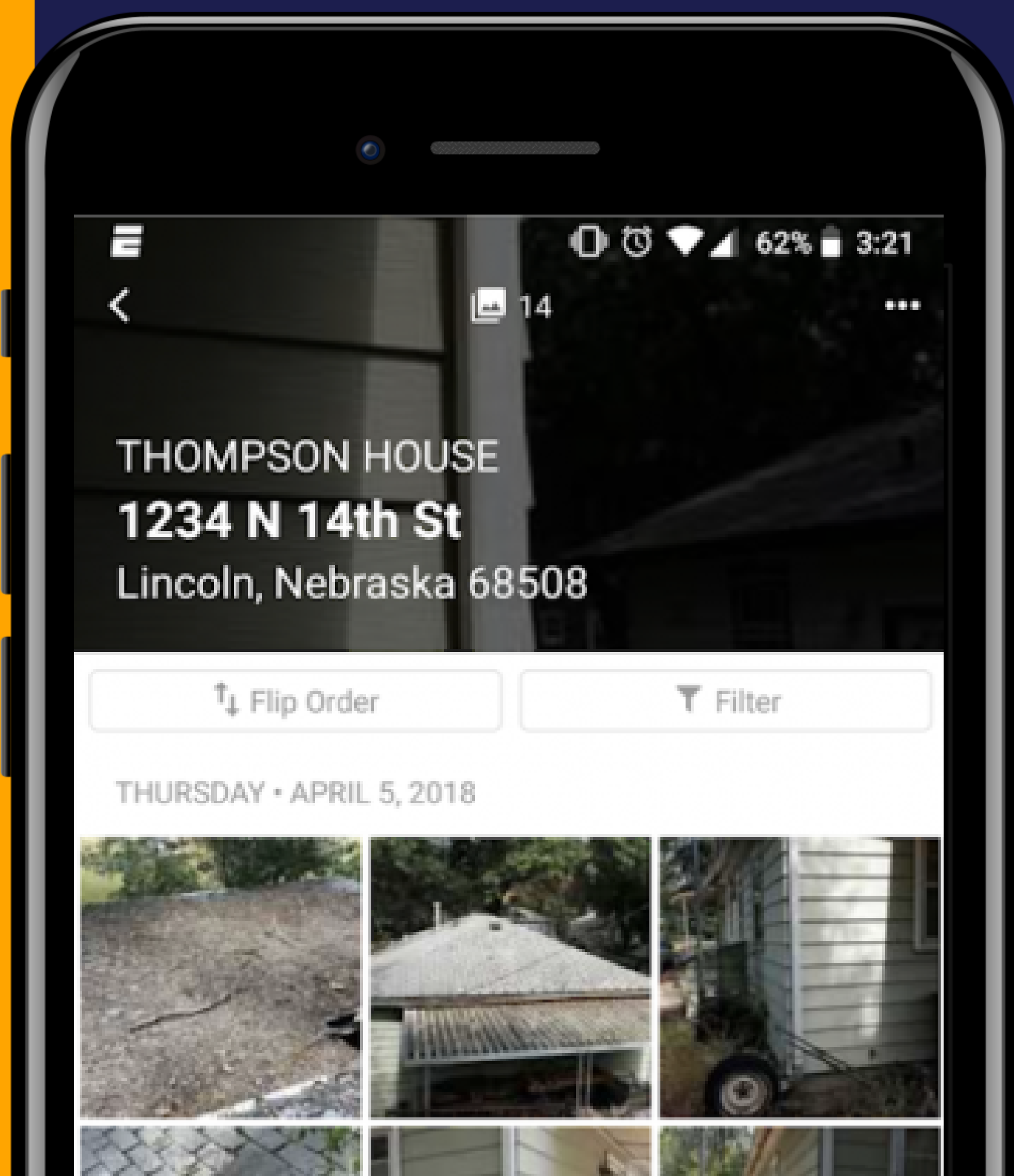


Pictures = Dollars

Using CompanyCam will ensure that the Boss Up Solutions team will be able to help you maximize your claim potential EVERY time!

If multiple structures on property repeat for each individually.

GET TO KNOW COMPANY CAM



Step 1

Front Elevation



Facing Home - Overview



House Numbers - Home in Background when possible.

Step 2

Front Elevation



Details of Damages - Windows, Doors, Etc



Detail of Gutters/Downspouts - Record if we are Detach and Reset or Replace - Also note Size and if Painted.



Step 3

The Walk Around

*Always walk to Your Right.



Take an Overview of EVERY corner (in/out)

- Take Elevation pic of that wall
- Take Details of that wall damages
- Take images of Downspouts
- Take images of utilities, HVAC on that wall
- Attached decks/patios if to be claimed.
- When complete - take image of the next Corner.

**Remember there is no such thing as too many pictures.

Repeat

Walk to your right for the next corner and repeat.



The Climb

Ladder Set Up

Take a picture when your ladder is set up prior to climb - be sure it is clear where you are on the home (front, left, etc).

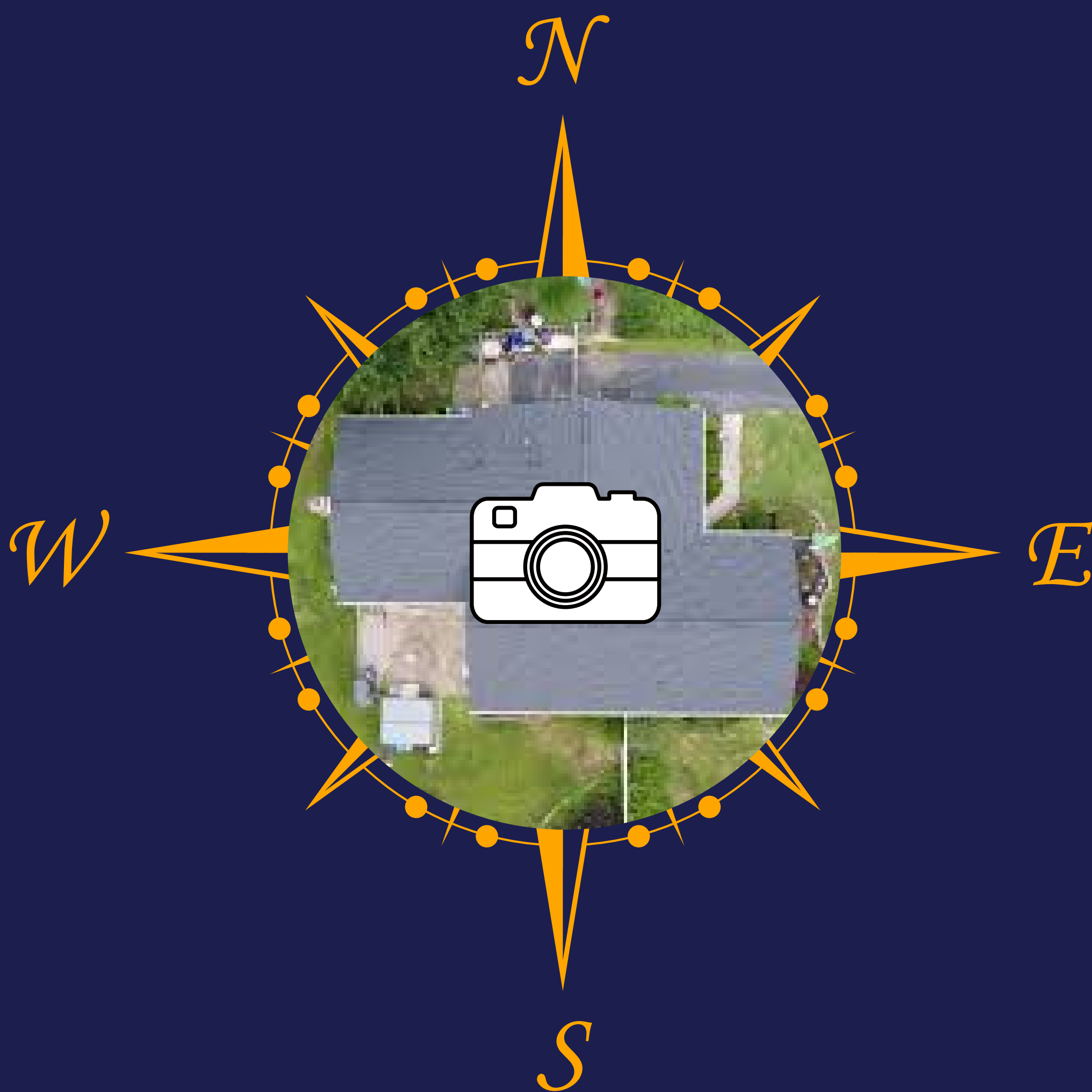
The Edge

So many details here, drip edge, gutter aprons, gutter guards, ice and water, number of layers. Take details and ANNOTATE!



Roof Overview

Get to a central location, always take precaution and safety first. Take an image from this point in same rotation as ground inspection Front, Right, Back, Left.



Details

The goal here is to get images of the ridge, vents, skylights, and other penetrations on roof from a central location.

Annotate when you want us to see something specific!



Slope by Slope

Take a overview followed by details of the slope you wish to inspect, be sure we can identify the position (get the yard in the shot or some marker such as neighboring home).



Process

Overview(s)

Details:

- Test Square
- Hail Hits
- Missing Shingles
- Gutters on this Slope
- Penetrations
- Soft Metals
- Flashings
- Chimneys

If you are not sure just take more pics, nothing wrong with too many images.



Other Images

Look around the property, do you see down trees, damages to utility boxes, the yard, fence, pool, etc. Go Document these now.

Look for Spatter

Fence

Down Trees or Damage
to Swing Sets

Yard

Damage is often
apparent on Grills or
Lawn Furniture

Furniture



Siding

Do by elevation - if possible annotate material, style and if insulation. Also get detail images on protrusions such as dryer vents



**Devils in the
Details**

Windows

Do by elevation when replacement is repair or required.

Overview

Capture Size and Details.

Screens

Capture Screen Condition

Pane

Get details on window construction and seal.

Annotate

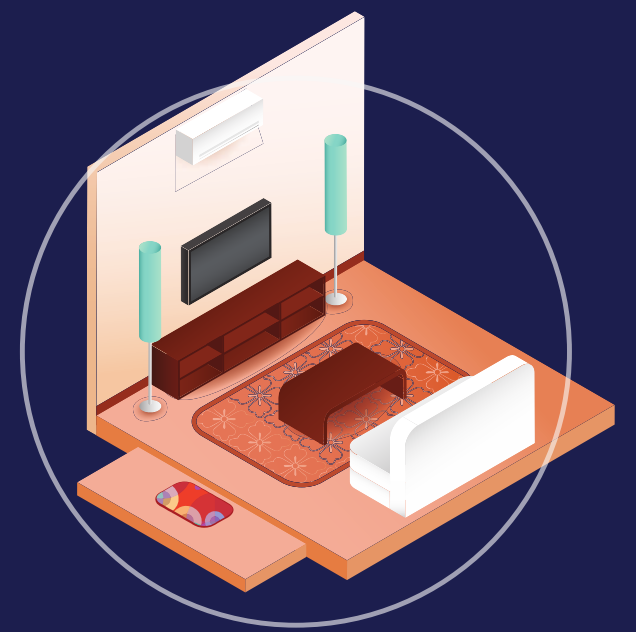
Give details what we are looking at.

Interiors

Survey by room, be sure to capture details and if there is insulation behind walls. Will the entire room need to be painted, moldings, trim, wall outlets.

Overview

Get shots that show entire room, furniture and contents.



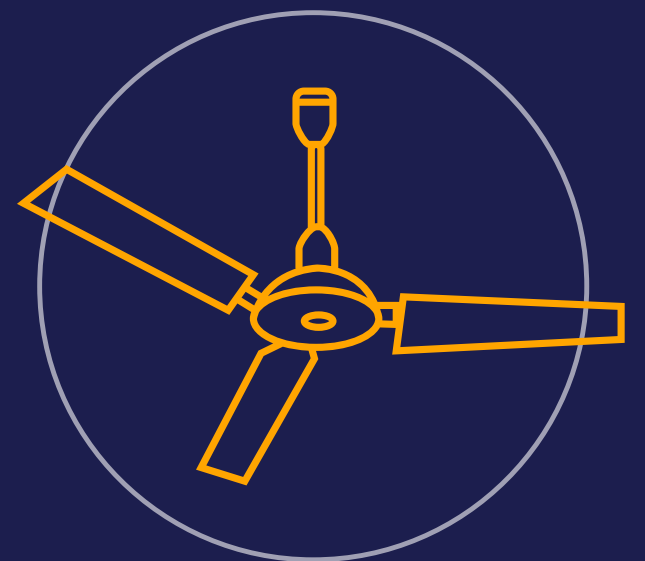
Damage Detail

What is the damage area, material and other details.



Collateral

What needs to be masked, what fixtures need removing, what contents need to be moved.



What's Next

Your Boss Up Solutions Team will confirm receipt of all info, please provide details whenever possible to your Assistant.

Step 1

Review

1

Step 2

Order Aerial

2

Step 3

Research Code

3

Step 4

Write Xactimate

4

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Contact Us

