



CaptiveAire looks forward to working with your company. Please read below so there will be no delay in payment.

Items needed by the CaptiveAire Accounting Department:

- Company W-9
- Certificate of Insurance (issued by Insurance Provider)

CaptiveAire is required to hold any checks payable to your company until we receive the above items.

Certificate of Insurance (COI) Requirements:

The Certificate of Insurance must be updated each year and should be requested from your insurance provider. The certificate must show proof of the following coverage and limits of both **1 & 2**.

1 General Liability

Operation Liability	\$500,000 per occurrence
Owners and Contractors Protection	\$500,000 aggregate
Product/Completed Operation	
Broad Form Property Damage	

2 Workers Compensation

Statutory Benefits for State(s) of operation	
Employers Liability	\$100,000 per employee

Your certificate should include the Company Name as it appears on your billing invoice and Captive-Aire Systems, Inc. must be the certificate holder.

Ways to submit W-9 and COI:

Mail: Captive-Aire Systems, Inc.
4641 Paragon Park Road
Raleigh, NC 27616
Fax: 919.747.5609
Email: coi@captiveaire.com

If your company name or address changes at any time, please send notification.

Thank you for your prompt attention to this matter.
AP Department