~~Submission clearance~~

~~Move incoming docs to the correct folders~~

~~Prep the file for the policy term~~

~~Request loss runs~~

~~Rate the risk~~

~~obtain additional information~~

~~Issue quote(s)~~

~~Follow up on the subjectivities with the agent~~

~~Issue the binder~~

~~order the inspection for the risk~~

~~Issue and send the invoice~~

~~Process the finance agreements~~

~~Follow up for the payment~~

~~Issue the policy~~

~~Deal with endorsements~~

~~Review the inspection report for any discrepancies and recommendations~~

~~Follow up for the recommendation compliance~~

~~Audit the file~~

~~obtain renewal documents~~

~~Shop for renewal quotes from different markets~~

write business

You do your job, we'll do ours.