



# Carlstrom Management Group, LLC

Building Contractor CBC1263398 | Claims Adjuster W450511 | Xactimate Affiliate Trainer  
140 S. Beach St. Suite 310, Daytona Beach, FL 32114  
Tax ID: 83-0956643

September 30, 2022

**RE:** Claim Invoice Reviews – Hurricane Ian

## Overview:

A Claim Invoice Review is a peer review assessment of the restoration work payable under the provisions of an insurance policy. Each review is performed by a licensed Florida Building Contractor and Claims Adjuster to ensure the settlement determination is fair and accurate. We assess residential and commercial building repair costs for water mitigation, mold remediation, asbestos abatement, and reconstruction work.

Invoices deemed to be incorrect or excessive will have a comparative estimate written in Xactimate with the appropriate itemized charges and coverage limits. On completion of our review, we will contact the vendor to secure an agreement on the scope, schedule, and price.

We guarantee to provide an indemnity leakage reduction and a 300% return on investment for each assignment, or the review is free! **Every \$100 spent on review fees will return a minimum of \$300 in indemnity savings.** We do not charge for each assignment submitted. If the assigned invoice is deemed to be consistent with the loss and damages, then we will reply accordingly via email at no cost to you.

**New Assignment Email:** [Nick@Carlstrom-Group.com](mailto:Nick@Carlstrom-Group.com)

## Assignment Process:

Send the new assignment email with the file name and number in the subject line and the instructions in the email body. We will respond with an acknowledgment email. The assignment instructions should include the following information if available:

- Name of the Insured(s) and Claim Number
- Loss Address, Date of Loss, and a Description of the Loss History
- Vendor Invoice and Photo Report
- Scope of Work and Area Dimensions (Floor Plan or ESX file)
- Inspection Reports, Drying Logs, and Hazardous Material Assessments
- Policy Documents and Review Instructions

The restoration vendor or their representative may need to be contacted during the review process to discuss the comparative estimate or to submit a revised invoice. Any correspondence and documentation received will be attached to our final report which will be returned to the client. This review should be considered as a basis for payment. **Cycle time is typically 3-5 days from the assignment date.**

## Billing:

Billing for review services will be included with the recommendation we make for the final invoice amount. The bill for services will be paid by the party who assigned the review.

**Claim Invoice Review (Personal & Commercial Lines) T&E - \$100.00 per hour**