



# SAMPLE AGENCY PROCEDURES MANUAL

A tool to help avoid errors and omissions claims against your agency, and to assist all employees in providing best practices' agency performance to your customers.

*Not for dissemination outside this agency.*

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# Insurance Agency Procedures Manual

**United States. Superintendent of  
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## **Insurance Agency Procedures Manual:**

*How to Operate Insurance Agency* J. Alvin Speers, Speers Investments Limited, 1977      **Insurance Agency Basic Office Procedures Manual** Harry F. Brooks, 1980      *Monthly Catalog of United States Government Publications* United States Superintendent of Documents, 1989 February issue includes Appendix entitled Directory of United States Government periodicals and subscription publications September issue includes List of depository libraries June and December issues include semiannual index      **Franchise Opportunities Handbook**, 1988 This is a directory of companies that grant franchises with detailed information for each listed franchise      Franchise Opportunities Handbook United States. International Trade Administration, 1988      **Franchise Opportunities Handbook** United States. Domestic and International Business Administration, 1988 This is a directory of companies that grant franchises with detailed information for each listed franchise      **Monthly Catalog of United States Government Publications**, 1989      Management Policy and Procedure Manual Trans World Airlines, 1946      **The Journal of Insurance**, 1979      *Proceedings and Papers of the Annual Meeting* National Association of Mutual Insurance Companies, 1960 Set includes Proceedings and papers of mid year meeting 1944 arbitrarily marked 1944 1      The Standard, 1929      *Subject Guide to Books in Print*, 1971      **The Weekly Underwriter** Alasco Delancey Brigham, Henry Rogers Hayden, 1925      *Info Source* Canada, 1991      Federal Register, 1998-01-28      **The Massachusetts register**, 1993-04-23      **Federal Register Index**, 2010      California. Court of Appeal (2nd Appellate District). Records and Briefs California (State).,      **"Code of Massachusetts regulations, 2015"**, 2015 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020      *"Code of Massachusetts regulations, 2016"*, 2016 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

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