

# Process Form

## Ryan Engineering Center

Value-Driven Engineering Solutions



### ◆ INSURANCE PACK

*The Adjuster will be given a package consisting of*

- Process Form
- Claim Information Form with completion instructions
- Shipping Information and Supplies with instructions
- Disposition Form
- Example of an Engineering Report
- Helpful Hints
- General Ryan Engineering Information

### ◆ SHIPPING

*The Adjuster will determine the appropriate shipment option*

- Small-to-Medium-Sized Items - Typical 2<sup>nd</sup> Day Delivery
- Large Items - Commercial Carrier/Private Carrier
- Include completed Claim Information Form with shipment
- Contact Ryan Engineering for additional shipping assistance if necessary
- See Shipping Information for additional details

### ◆ RECEIPT

*Ryan Engineering will confirm the receipt of the item*

- A fax/e-mail confirming the receipt of the item will be forwarded to the Adjuster.
- Information provided in the confirmation will consist of the estimated completion date and the verification of items received.

### ◆ ANALYSIS

*Ryan Engineering will analyze the item and communicate the results*

- Ryan Engineering will prepare the report and fax a copy to the Adjuster along with a Disposition Form.
- Ryan Engineering will mail the original report and invoice to the Adjuster via U.S. Postal Service.

### ◆ DISPOSITION

*Upon receipt of the faxed report and the Disposition Form, the Adjuster will*

- Determine the method of disposition
  - Return the item
  - Store the item
  - Dispose of the item
- Sign the Disposition Form
- Return the form via fax to Ryan Engineering:

### ◆ COST

*Ryan Engineering will invoice upon return of the Disposition Form*

- Initial Engineering Report \$400.00
- Shipping
  - Free for small items up to 10 lb.
  - Items above 10 lb – see Shipping Rate Schedule or call for price
- Storage (invoiced twice a year)
  - Small (Water Hose / Valve) \$25.00 per 6 month period
  - Medium (Microwave / TV) \$50.00 per 6 month period
  - Large (Hot Water Heater / Dryer) \$100.00 per 6 month period

### Professional Services

Forensic  
Industrial  
Structural  
Digital Media

### National Coverage International Experience

### Corporate Office

608 S. Hico  
Siloam Springs, AR 72761  
479-524-4090  
479-524-3047 Fax  
800-436-0697

### Central Arkansas

501-760-7726

### California - Toll Free

866-617-4800

### Professional Staff

Joe A. Capps BS  
Jack Cole PhD PE  
Ken French PhD PE  
Edward Gee BSME PE  
Bruce Greening BSME CFEI EI  
John Hamilton MSME PE  
Jonathan Kendall BSE  
Young-Gurl Kim, PhD  
Joe LeGrand BSE  
Will Meyers PhD PE  
John S. Morse PhD PE  
Joshua Hudson BSE  
Russ Rasnic MSME PE  
Daniel Ryan BSE PE  
LD Ryan Ph.D. PE  
Toby Thompson BSBC/D

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Wisconsin	

info@ryan-engineering.com

**800-436-0697**

www.ryan-engineering.com