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# SALMON CREEK

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## LAW OFFICES

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### SUGGESTIONS TO OUR CLIENTS

(Please read carefully)

1. Do not discuss the case with others.
2. Consult your attorney before, not after, you do something that might affect your case- including changing doctors.
3. Sign nothing dealing with your claim until you receive approval from your attorney.
4. Do not discuss your claim with your own insurance company adjuster but advise him you would be please to give him a statement at our office and then have him telephone us at and set up an appointment.
5. Obtain receipt or bill for all drugs or appliances of any kind purchased by you, and mail such a bill or receipt to us.
6. Send us all bills you received as a result of your claim (whether paid or not). Please indicate whether you have paid them.
7. Keep a record of the name and date of any help you receive in your household duties or employment duties.
8. Keep a record of any additional expenses you have because of your injuries and obtain receipts. Send these to us monthly.
9. If you are self-employed, keep a record of all the times you are unable to work or perform your duties.
10. If you have Blue Cross, Kaiser, medical pay coverage, collision insurance or other health and/or wage loss type of insurance, these claims should be made immediately. We must see and photocopy all of your completed claim forms and doctor's reports before forwarding to your insurance company.

11. Please bring or send in to the office your automobile liability policy and any other insurance contracts so that we may examine them.
12. Continue your medical treatment and follow your doctor's advice.
13. If in doubt, call us.

**Please notify us:**

- (1) If you are going out of town for more than four days, please advise us how to reach you;
- (2) Of any change of address or telephone number;
- (3) If you are required to return to the hospital;
- (4) If you hear of anything that may affect your case, and contact us immediately in the event of any new developments;
- (5) If you are required to miss any work due to your injuries after you return to work;
- (6) If you were not working at the time you employed us, notify us when you return to work;
- (7) Of any change of employment, raises or reductions in salary, or loss of job.