

# How to Refer Clients to The Professional Law Group

**YOUR PROFESSIONAL PROPERTY INSURANCE ATTORNEYS**



## **BY PHONE:**

1. Confirm that the client would like to learn about the assistance The Professional Law Group can provide.
2. With the client on the line, call The Professional Law Group's Insurance Claims Helpline at (954) 228-4200.
3. One of our claims specialists will answer your call.
4. Introduce yourself and the client.
5. Our claims specialist will get all of the pertinent information, prepare a representation agreement, and send it to the client. We will then follow up to obtain the necessary signatures.
6. When the representation agreement is signed, we'll let you know, assign an attorney and team, and get to work on the claim.
7. Send copies of all the documents that you have to *lit@theprolawgroup.com* and cc: *intake@theprolawgroup.com*.



## **BY REFERRAL FORM:**

1. Have your client complete our referral form located at <https://theprolawgroup.com/refer-us> (or scan the QR code).
2. One of our claims specialists will follow up with the client by phone and/or email, get all of the pertinent information, prepare a representation agreement, and send it to the client. We will then follow up to obtain the necessary signatures.
3. When the representation agreement is signed, we'll let you know, assign an attorney and team, and get to work on the claim.
4. Send copies of all the documents that you have to *lit@theprolawgroup.com* and cc: *intake@theprolawgroup.com*.





## BY EMAIL:

1. Confirm that the client would like to learn about the assistance The Professional Law Group can provide.
2. Introduce the client and The Professional Law Group to each other through an “introduction email” (sample provided below or scan the QR code to download the email template). Send the email to your client and to us at *lit@theprolawgroup.com* and *intake@theprolawgroup.com*.
3. One of our claims specialists will follow up with the client by phone and/or email, get all of the pertinent information, prepare a representation agreement, and send it to the client. We will then follow up to obtain the necessary signatures.
4. When the representation agreement is signed, we’ll let you know, assign an attorney and team, and get to work on the claim.
5. Send copies of all the documents that you have to *lit@theprolawgroup.com* and cc: *intake@theprolawgroup.com*.



## SAMPLE INTRODUCTION EMAIL TEMPLATE

Mr./Mrs. \_\_\_\_\_ (Insured)- As we discussed, The Professional Law Group may be able to help you with your insurance claim with \_\_\_\_\_ (Insurance Company).

This firm specializes in helping people with insurance claim issues. They are usually paid on a contingency basis so that an attorney’s fee is due only if money is collected. To get started, you can contact a claims specialist at (954) 228-4200 or *intake@theprolawgroup.com* and cc: *lit@theprolawgroup.com*.

The Professional Law Group- Mr./Mrs. \_\_\_\_\_ (Insured) is one of our clients. They need assistance with an insurance claim. We have suggested that they retain an attorney to try to recover the money that may be owed under their policy. Mr./Mrs. \_\_\_\_\_ ’s (Insured) email is \_\_\_\_\_ and his/her/their phone number is \_\_\_\_\_. He/she/they is/are expecting to hear from you.

I am introducing you to each other. Please communicate with each other to see if The Professional Law Group can help with this important claim.



THE PROFESSIONAL  
**LAW GROUP**

(954) 284-0900  
Claims Helpline: (954) 228-4200  
(954) 284 0747  
TheProLawGroup.com