



## **BILLING YOUR INVOICE THROUGH SAFELITE SOLUTIONS - SGC NETWORK**

When preparing to bill SGC, you'll want to confirm that your invoice properly displays each of the items listed below. Providing these details helps ensure that your invoice is processed for payment as efficiently as possible.

1. Valid 6 digit Safelite referral authorization number. (Displays showing XXXXXX or 7777 indicate that coverage has not been verified. Please contact us at 1-800-378-2444.)
2. Valid 17 digit VIN
3. Valid NAGS part numbers (glass)
4. Valid Precision part numbers (moldings, clips)
5. Year, Make and Model of the vehicle
6. Sales tax (if applicable in your area)
7. Line item price breakdown for all parts associated with the work (multiple repairs as well). Please be sure to include the individual labor charges for each item.
8. Proof of purchase for any OEM, Net Priced or otherwise Miscellaneous parts.
9. Policyholder signature, either on the invoice or other related documentation.

SGC Network will not process a submission which does not provide the insured's signature.

Read more about this policy: [http://www.sgcnetwork.com/news\\_detail.jsp?newsId=179](http://www.sgcnetwork.com/news_detail.jsp?newsId=179)

10. Customer name, address and phone#
11. Name and address of the insurance / fleet client being billed
12. Your shop's current information: physical address, remit to address, phone or fax numbers, Federal Tax ID number
13. Sublet invoice from the shop that performed the installation, if the work was sublet. The sublet invoice must contain the same items outlined above in 1-11.

Please be sure to provide the referral number on each submitted page.

Thank You,

- Safelite Solutions/SGC Network Team