



**WINDOW AND DOOR MANUFACTURING / ALTERATION / ASSEMBLY AND INSTALLATION  
UNDERWRITING QUESTIONNAIRE**

ACCTNAME \_\_\_\_\_

Client: LOOKCODE \_\_\_\_\_

A. Does your company **manufacture, alter/modify, or assemble** exterior windows (including skylights) and/or exterior doors or any components affecting weather sealing (excluding garage doors)? Yes [ ] No [ ] If yes – please answer the following questions:

1. What are your annual sales of these products you manufacture, alter/modify or assemble:  
\_\_\_\_\_
2. What percentage of your total sales is attributable to:  
Residential installation: \_\_\_\_\_ %  
Commercial installation: \_\_\_\_\_ %
3. If you manufacture, alter/modify or assemble exterior door or window components, please describe your process and their function, specifically as it relates to providing weather sealing:  
\_\_\_\_\_  
\_\_\_\_\_
4. Are your products used in residential housing developments/condos/apartments/ or by window replacement companies?  
Yes [ ] No [ ] If yes, please explain, including locales and estimated number of housing units:  
\_\_\_\_\_  
\_\_\_\_\_
5. Have you ever implemented a product recall on doors, windows or their components?  
Yes [ ] No [ ] If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_
6. Do your windows or doors have special installation requirements to help prevent water infiltration?  
Yes [ ] No [ ] If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_
7. Do you have a disclaimer in the event your product is altered or improperly installed?  
Yes [ ] No [ ] If yes, please provide details:  
\_\_\_\_\_  
\_\_\_\_\_
8. Have you altered your manufacturing process/specifications to improve weather-sealing capabilities?  
Yes [ ] No [ ] If yes, please explain along with when implemented:  
\_\_\_\_\_  
\_\_\_\_\_

B. Does your company install exterior windows (including skylights) and/or exterior doors or components affecting weather sealing (excluding garage doors)? Yes [ ] No [ ] If yes – please answer the following questions:

1. If you provide installation services, do you use your own employees or subcontract the work?  
Own employees [ ] Subcontract [ ]
2. If you subcontract the work, do you require that the subcontractor carry General Liability insurance?  
Yes [ ] No [ ]
  - a. If yes, what limits do you require the subcontractor provide?  
\_\_\_\_\_
  - b. Do you by contract, have the subcontractor defend and hold you harmless and provide additional insured status? Yes [ ] No [ ]
  - c. Is your company listed as an additional insured on the subcontractor's policy? Yes [ ] No [ ]
3. If you install exterior door or window components, please describe their function, specifically as it relates to providing weather sealing:  
\_\_\_\_\_  
\_\_\_\_\_
4. What percentage of your total sales from exterior windows (including skylights), exterior doors or components affecting weather sealing is attributable to:  
Residential installation: \_\_\_\_\_ %  
Commercial installation: \_\_\_\_\_ %

C. Have you ever received a claim or lawsuit against your company alleging “construction defect” or products liability with respect to manufacturing, altering/modifying, assembling, installation, distribution or sales of windows, doors or their components?  
Yes [ ] No [ ] If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

D. Who are your five largest customers for windows, doors and their components? Please also identify if they are residential developers, window replacement companies or if they are property owners/developers/ builders of condos or apartments.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
[Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date]

\_\_\_\_\_  
Page 1