

Operation Plan

Premier Adjusters, Inc.

2357 Houston St.
Grand Prairie, TX 75050

Employees:

- 3 Office Staff
- 9 Field Staff

Hours of Operation

- Monday through Friday: 8:30 AM – 5:00 PM

Day-to-Day Operations

- **Vehicle Intake:** Vehicles will be received in the designated parking area, inventoried, and inspected.
- **Vehicle Releases:**
 - Releases are by appointment only.
 - Transporters are not permitted on the premises; vehicles will be pulled out to them.
- **Customer Interactions:**
 - Limited to the service window.
 - Customers will not be permitted on the premises; vehicles will be pulled out to them.
 - Personal property will be removed and pulled out to customers at the service window.
- **Vehicle Storage:** Vehicles will be neatly organized in designated parking areas for efficient release.
- **Office & Bookkeeping:**
 - Administrative tasks will be performed in the office.
 - Lot personnel will manage inventory and inspections.
 - All operations will remain within the property lines.

Public Access

This facility is not open to the public for walk-in service. Access will be limited to:

- Authorized lienholders and transport vendors
- Registered owners (by appointment only for vehicle redemption)
- Authorized staff and approved visitors

Clear signage will be displayed to guide customers, ensuring a professional and accessible environment.