



## **Instructions for Forethought Contracting**

- **Print The Contract**
- **Complete the contract and sign**
- **On the Commission Sheet select the Advance Period you would like (As Earned, 3 Month, 6 MO, 9 MO, or 12 MO)**
- **Print the Commission Chart**
- **Sign the Commission chart**
- **Attach copy of State Insurance License**
- **Fax to 937-898-3202 Attention Matt or.....**
- **Place in Mail to**  
**Complete Solutions Inc**  
**75 N Dixie Dr**  
**Vandalia, OH 45377**  
**Attention Matt**
- **Once we receive we will have it processed and a new agent kit will be sent out to you**
- **Once you receive an agent number you may begin selling!**
- **Any Questions call us at 1-866-866-7951**