

BUSINESS INSURANCE PLANNING GUIDE

Use this guide to gather the information you need before you talk to an insurance agent.

1. Name and address of my business: _____

2. Location (owned/rented, business building, home, etc.): _____
3. Square footage of space being used for business: _____
4. Construction of building (brick or frame): _____
5. Business form (S corporation, sole proprietorship, etc.): _____
6. Business type (service, wholesale, retail, consignment, etc.): _____
7. What my customers pay me for (products and services): _____
8. How I work (manufacture a product, deliver to customer, call on clients at their business location, etc.): _____

9. If I distribute a product manufactured by others, do they have liability insurance?
Yes No
10. Number of employees (count yourself as one): Full-time: _____ Part-time: _____
11. Vehicle(s) used in business? Yes No
12. Value of property being transported in my personal or business vehicles: \$ _____
13. Any subcontractors? Yes No

14. Do they have liability insurance? Yes No

15. Who my customers are: _____

16. My greatest fear, highest liability: _____

CRUNCHING THE NUMBERS

17. My weekly payroll cost (yes, you pay yourself): \$ _____

18. Amount I pay subcontractors per year: \$ _____

BUSINESS INVENTORY SHEET TOTALS – Value of my business equipment and inventory:

19. At my home or place of business:

Business property: \$ _____

Building (if any): \$ _____

Electronic equipment: \$ _____

20. In other locations:

Business property: \$ _____

Building (if any): \$ _____

Electronic equipment: \$ _____

21. Business property
in my vehicle:

\$ _____

22. Estimated total sales (gross) for the year: \$ _____

23. Limit of liability that will protect my business (and personal assets):

___ \$100,000

___ \$300,000

___ \$500,000

___ \$1 million or more