

WORKSHEET: Keeping Track of Your Business's Insurance Coverage

This simple form will help your business keep track of its insurance information in case of emergencies.

Liability Insurance

Liability insurance for our business provides \$_____ coverage per person and \$_____ coverage per event for (check all that apply):

- Product liability
- Premises liability
- Malpractice
- Vehicle accidents
- Errors and omissions
- Accidental damage to personal property of others
- Other (identify) _____

This liability insurance is provided under a policy issued by the _____ Insurance Company under policy number _____ with a renewal date of _____.

Liability insurance for our business provides \$_____ coverage per person and \$_____ coverage per event for (check all that apply):

- Product liability
- Premises liability
- Malpractice
- Vehicle accidents
- Errors and omissions
- Accidental damage to personal property of others
- Other (identify) _____

This liability insurance is provided under a policy issued by the _____ Insurance Company under policy number _____ with a renewal date of _____.

Liability insurance for our business provides \$_____ coverage per person and \$_____ coverage per event for (check all that apply):

- _____ Product liability
- _____ Premises liability
- _____ Malpractice
- _____ Vehicle accidents
- _____ Errors and omissions
- _____ Accidental damage to personal property of others
- _____ Other (identify) _____

This liability insurance is provided under a policy issued by the _____ Insurance Company under policy number _____ with a renewal date of _____.

Hazard Insurance

Hazard insurance coverage (fire, etc.) on buildings _____ (address) in the amount of \$ _____ is provided under a policy issued by the _____ Insurance Company under policy number _____ with a renewal date of _____.

Hazard insurance coverage (fire, etc.) on buildings _____ (address) in the amount of \$ _____ is provided under a policy issued by the _____ Insurance Company under policy number _____ with a renewal date of _____.

Hazard insurance coverage (fire, etc.) on buildings _____ (address) in the amount of \$ _____ is provided under a policy issued by the _____ Insurance Company under policy number _____ with a renewal date of _____.

Hazard insurance coverage (fire, etc.) on buildings _____ (address) in the amount of \$ _____ is provided under a policy issued by the _____ Insurance Company under policy number _____ with a renewal date of _____.

Vehicle Insurance

Collision insurance on vehicles with \$ _____ deductible is provided under a policy issued by the _____ Insurance Company with a renewal date of _____.

Insured Vehicle

Policy Number

_____	_____
_____	_____
_____	_____

Hazard insurance on vehicles (comprehensive damage) with \$ _____ deductible is provided under a policy issued by the _____ Insurance Company with a renewal date of _____.

Insured Vehicle

Policy Number

_____	_____
_____	_____
_____	_____

Business Continuation Insurance

Business continuation insurance in the amount of \$ _____ is provided under a policy issued by the _____ Insurance Company with a renewal date of _____.

Employee Insurance

Workers' compensation insurance is provided for employees under a policy issued by the _____ Insurance Company with a renewal date of _____.

Health insurance is provided for employees under a policy issued by the _____ Insurance Company with a renewal date of _____.

Other Insurance

Contact information for the insurance agency(ies) from whom we secure this insurance coverage is:

Agency Name: _____

Agent Name: _____

Agency Address: _____

Insurance Companies: _____

Telephone: _____

Email: _____

After Hours: _____

Agency Name: _____

Agent Name: _____

Agency Address: _____

Insurance Companies: _____

Telephone: _____

Email: _____

After Hours: _____

Agency Name: _____

Agent Name: _____

Agency Address: _____

Insurance Companies: _____

Telephone: _____

Email: _____

After Hours: _____