

# MCKAY

## INSURANCE AGENCY, INC.

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### 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 (a measure of your liability): \$ \_\_\_\_\_

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

19. At my home or place of business:

Business property \$ \_\_\_\_\_

Electronic equipment \$ \_\_\_\_\_

20. In other locations:

Business property \$ \_\_\_\_\_

Electronic equipment \$ \_\_\_\_\_

21. 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