



Business Interruption Checklist

This is some of the documentation that you may need for your claim but not limited to the following

- For your business income gather company accounting records and documents.
 - Financial statements
 - Production records
 - Sales records
 - Inventory records
 - Payroll records
 - Any other financial documents relevant to your business income

- For your extra or expediting expenses
 - Receipts for temporary repairs
 - Temporary facilities costs
 - Expedited freight costs
 - Increased costs for materials or replacement inventory
 - Overtime costs