

Profits Worksheet

Applicant Information

Name Insured : _____

Risk Address : _____

Description of Operations : _____

Business Income Information

ALL ENTRIES TO BE ON AN ANNUAL BASIS (For each item applicable to your business, determine the amount, which would be insured during one entire year of normal operations.)	Actual Values for Year Ended _____	**Estimated Values for Year Ending _____ (See Notes Section Below)
NET PROFIT (Before taxes)	\$	\$
*STANDING CHARGES (See Notes Section Below)		
1. Advertising	\$	\$
2. Auditor's Fees	\$	\$
3. Data Processing under contract	\$	\$
4. Delivery and other services under contract	\$	\$
5. Depreciation	\$	\$
6. Directors' Fees	\$	\$
7. Expenses of Branch or Local Offices	\$	\$
8. Insurance Premiums	\$	\$
9. Interest on Debentures and Bonds	\$	\$
10. Interest on Mortgages and Loans	\$	\$
11. Lighting, heating, power (at least to Contract Minimum)	\$	\$
12. Maintenance of Plant and Machinery	\$	\$
13. Printing, Stationery and Postages	\$	\$
14. Rent	\$	\$
15. Royalties	\$	\$
16. Salaries and Wages – <i>Classification of Payroll:</i>		
a) Officers, executives and permanent staff	\$	\$
b) Foremen and skilled employees whose services could not be dispensed with pending resumption of normal operations	\$	\$
c) All other employees (Ordinary Payroll), (Ordinary Payroll may be insured as a separate item on a short term basis)	\$	\$

17. Taxes	\$	\$
18. Telephone	\$	\$
19. Travelling Expenses	\$	\$
20. Upkeep of Automobiles, etc	\$	\$
21.	\$	\$
22.	\$	\$
23.	\$	\$
24.	\$	\$
25.	\$	\$
26. Miscellaneous Standing Charges (not exceeding 5% of the total amount insured in respect of specified Standing Charges)	\$	\$
Total:	\$	\$
Sum Insured Required:		\$

NOTES

*Note 1: Generally speaking a Standing Charge is an item or expense which in the event of a total interruption would not be eliminated or, in the event of a partial interruption would not be reduced in proportion to the reduced earnings. Listed from 1 to 20 are typical standing charges, others may be added as required. If your accounting methods make use of other terms to define standing charges it is quite permissible to list them in that way. If you are insuring on an all Standing Charges basis, you may list the total of all expenses and deduct the total of those expenses which are not standing charges to arrive at the actual values.

**Note 2: It is important to keep in mind that an interruption to the business arising out of the insured perils could occur towards the end of the next annual term and it is, therefore, necessary to anticipate at least two years ahead when calculating the amount of insurance required.

I/we hereby declare that the statements and particulars given on this form are true to the best of my/our knowledge and belief and that I/we have not suppressed, withheld or modified any material facts. I/we agree that should a policy be issued, this form shall be the basis of the contract, and that any change in the pattern of my/our trade or trade practices shall be advised to the Underwriters who may at their discretion, vary the terms and conditions of the contract.

Signed _____

Dated _____

Position _____