

Business Income And Extra Expense

Name Insured:

Component:

Values

Gross Sales

Minus cost of goods sold -

example: raw stock, materials consumed directly in conversion of raw stock, finished stock, merchandise, packaging and materials.

Sales Value

Continuing Normal Operating Expense

Insurance, Rents, Loan Payments, Property Taxes, etc

Payroll - Necessary

Payroll - Ordinary

Utilities

Total Continuing Expense

Net Profit – Sales Value – Continuing Expense

Amount of Business Income Insurance Needed – Net Profit + Continuing Expense

Extra Expense: Relocation and Start up Expenses

One Time Expenses:

Moving and hauling to new location (Cost of moving/relocating)

Alterations to temporary location(Building alterations necessary to manufacture)

Additional equipment for location(One time additional equipment not covered by insurance)

Employees help to move(O.T. premium of help by employees/temporaries)

Contractors, Etc(Electrical, mechanical, plumbing, etc)

Total one time expenses:

Monthly Expenses at Temporary Location:

Building rent, cost from third party

Renting equipment & fixtures for location

Additional staff(Temporaries)

Staff transportation/allowances

Additional advertising costs, letting clients know we're still here

Additional communication costs, temporary telephone equipment & bills

Off site processing & mfg costs, supplier work not normally sent outside

Additional freight and transportation, cost to send outside, bring supplies in, etc

Computers, rental midrange, software and personal computers

Office furniture & fixtures, temporary

Miscellaneous

Total monthly expenses

Total Extra Expense for Relocation & Start Up:

Total one time relocation and start up expenses

Total monthly expenses

Number of months operating at temporary location

Net monthly expenses

Total relocation and start up expenses:

Total Business Interruption
