



# My Business Income Consultation

## Step 1 - Business Income

- A. Gross Revenue from operations..... \_\_\_\_\_
- B. Research and Development Income..... \_\_\_\_\_
- C. Cost of materials..... \_\_\_\_\_
- D. Non-continuing Service Costs..... \_\_\_\_\_
- E. 12 Month Business Income amount, including ordinary payroll option of your choice..... \_\_\_\_\_

## Step 2 - Duration of Loss

Estimate of the number of months from physical loss until operations/sales are back to normal..... \_\_\_\_\_

Value of Duration of Loss..... \_\_\_\_\_

## Step 3 - Extra Expense

First Month's Extra Expenses..... \_\_\_\_\_

Last Month's Extra Expenses..... \_\_\_\_\_

*Intervening Months Extra Expenses:*

Extra Rent..... _____	Extra Operating Expenses..... _____
Extra Insurance..... _____	Extra Advertising Expenses..... _____
Extra Employee Expenses... _____	Other Extra Expenses..... _____

Your new Duration of Loss number (in months), based on spending the extra expenses above..... \_\_\_\_\_

Your Total Expense Amount..... \_\_\_\_\_

## Step 4 - Final Analysis

Business Income Value of Duration..... \_\_\_\_\_

Estimate of percent reduction in business income needed, if extra expense dollars are spent..... \_\_\_\_\_

Business Income Amount..... \_\_\_\_\_

Extra Expense Amount..... \_\_\_\_\_

**Final Business Income & Extra Expense Amount..... \_\_\_\_\_**

Your Name: \_\_\_\_\_ Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

This information is advisory in nature. It is offered as a resource to help you establish adequate business income and extra expense values for insurance purposes. This guide is necessarily general in content and is intended as a tool that you can use together with others at your disposal to establish the values you wish to insure. Because the steps outlined in this resource rely on information provided by the insurance purchaser, no representation is made with respect to the accuracy, adequacy or suitability of the values established. No liability is assumed by reason of this information, the values determined using it or the insurance buying decisions made as a result. In determining the values you wish to insure, you should consult with your insurance representatives.