

**Profits Worksheet**

Acting on behalf of the Insurers with whom my/our Business Interruption Insurance is (to be) placed, subject to *THE STATED AMOUNT ENDORSEMENT*, to establish a rate and the amount of insurance.

**Name:** \_\_\_\_\_

**Location of Risk:** \_\_\_\_\_

<i>ALL ENTRIES TO BE ON AN ANNUAL BASIS</i> applicable to your business, determine the amount which would be insured during one entire year of normal operations.)	(For each item)	Column 1 Actual Value for Year Ended 2	Column 2 Estimated Values for Year Ended 2
Net Profit (Before taxes)			
*STANDING CHARGES			
1. Advertising			
2. Auditors' 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. Interst 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. Pumping and Ventilation			
15. Rent			
16. Royalties			
17. Salaries and Wages:			
	Classification of Payroll		
	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)		
18. Taxes			
19. Telephone			
20. Travelling Expenses			
21. Upkeep of Automobiles, etc.			
22			
23			
24			
25			
26. Miscellaneous Standing Charges (not exceeding 5% of the total amount insured in respect of specified Standing Charges)			
TOTAL			
STATED AMOUNT			

I/We hereby apply for rate for the Stated Amount Endorsement on the above basis and certify that the above statement of Actual values as shown in Column 1 is true and correct.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Official Title:** \_\_\_\_\_

This statement must be signed by Insured if an individual, by a partner if a partnership, or by an officer if a corporation.

## **EXPLANATORY NOTES:**

Note 1: - Generally speaking a Standing Charge is an item or expense which in the event of a total interruption would be eliminated or, in the event of a partial interruption would not be reduced in proportion to the reduced earnings. Listed from 1 to 21 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.