



# Small Business Checklist



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INSURANCE

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**This list will make it easier to talk to your agent about what insurance you need. Here are some things your agent will need to know:**

## General Questions

- How many years have you owned this business?
- Do you currently have insurance coverage?
- What is your legal entity status (corporation, partnership, etc.)?
- How many locations do you own/occupy?
- Have you had any claims?
- Do you have a need for a personal lines, life or health insurance quote?

## Property Questions

- What is the replacement value of your building and/or contents? (What would it cost to rebuild?)
- How many square feet do you own or occupy?
- Is any of the property you own located off the premises?

## General Liability Questions

- What are your current liability limits?
- Please describe your operations and answer the question "What do you do?"
- What are your annual payroll and sales figures?
- If you are a contractor, do you hire subcontractors to do your work?

## Auto Questions

- What is your current liability limit? What are your current uninsured/underinsured limits?
- Please have a list of vehicles to be insured under this policy.
- Is this a complete list of all your owned autos?
- Please have a list of employees that drive the vehicles listed above.
- Do you have full coverage on these vehicles and if so, at what deductibles?

**Call your agent today and ask about Westfield. We're here to help you.**