

SIMPLE BUSINESS INCOME WORKSHEET (NON MFG.)

BUSINESS INCOME DEFINED

Insurance covering loss of income suffered by a business when damage to its premises by a covered cause of loss causes a slowdown or suspension of its operations during the time required to repair or replace the damaged property.¹

EXTRA EXPENSE DEFINED

Insurance that pays for expenses in excess of normal operating expenses that an organization incurs to continue operations while its property is being repaired or replaced after having been damaged by a covered cause of loss.¹

WORKSHEET INSTRUCTIONS

Enter the dollar values into each field. Use the "Tab" key to cycle through. For negative or subtracted values, please use the minus "-" key before the dollar amount. Use the number "0" for any values that do not apply.

BUSINESS INCOME

A. GROSS SALES	_____
Less Prepaid Freight	_____
Less Returns & Allowances	_____
Less Discounts	_____
Less Bad Debts	_____
Less Collection Expenses	=====
B. NET SALES	_____
C. ADD NON-INVESTMENT EARNINGS	
Add Commissions or Rents (Non-Property)	_____
Add Cash Discounts	_____
Add Other _____	=====
D. TOTAL REVENUES	_____
Less Ordinary Payroll Expense ²	_____
Less One-Time Services from Others	_____
Less One-Time Maintenance/Utilities	=====
E. TOTAL BUSINESS INCOME BASIS	_____

SIMPLE BUSINESS INCOME WORKSHEET (NON MANUFACTURING)

EXTRA EXPENSE

A. ADD EXPENSES

Renting Temporary Premises _____

Moving Expenses _____

Cleaning/Renovating Temporary Premises _____

Renting Temporary Equipment _____

Utilities at Temporary Premises _____

Advertising to Announce Reopening _____

B. TOTAL EXTRA EXPENSE BASIS _____

NAME/TITLE: _____

SIGNATURE: _____

COMPANY: _____

DATE: _____

¹Source: International Risk Management Institute (IRMI).

²Ordinary payroll expense includes payroll for all employees except (1) company officers, (2) executives, (3) department managers, and (4) employees under contract. Ordinary payroll expense also includes (1) employee benefits directly related to payroll, (2) FICA payments, (3) union dues, and (4) workers compensation insurance premiums. If desired to keep all employees on payroll during the time of loss, leave blank the ordinary payroll expense line item in (D).