

Insurance Information

Company Name	Contact Person	Office Phone	Emergency Phone (after hours)	Renewal Dates	Additional Information (deductible's, etc)
Coverage Type	Policy Number	Carrier	Coverage Amount		
Structure					
Contents					
Electronic Equipment					
Business Interruption					
Other					

Computer and Office Equipment

Equipment/Room	Location	Serial Number	Own/Lease	Service Vendor	Warranty/Expiration
Workstations/PC's					
Copiers					
Printers					
Fax Machines					
Servers					
Elevator Control Room					
Computer Center					
Phone System Equipment					
Emergency Generator					
Satellite Equipment					

