

## Business Claim Tips

1. Be pro-active in the claim process and keep good notes. Make sure you maintain a paper trail.
2. Focus on calculating the total value of your damaged or destroyed property and understanding the maximum insurance benefits that are available to you. See **chart** below.
3. Think of your insurance claim as a business negotiation—you're dealing with a profit-oriented company and your goal is to restore your assets.
4. Give your insurance company a chance to do the right thing, but don't mistake a friendly representative for a friend and don't be a pushover.
5. Document and support your claim with proof, details and estimates.
6. Present clear requests in writing that explain what you need, when you need it, and why you're entitled to it.
7. Don't pad or exaggerate your claim.
8. Don't sign legal documents without consulting with a qualified attorney.
9. Try to resolve problems informally but complain in writing. Go up the chain of command and/or use government agency help when necessary.
10. Get specialized professional help when you need it. Start in the "[Find Help](#)" section of our website.

### Business Interruption Calculation Chart

Add Net Sales Projected

Less Cost of Goods Sold (COGS)

Equals Gross Profit

Less Selling, General and Administrative (SG&A) or Operating Expenses (OpEx)

Less Interest and Taxes

Equals Net Income

Add Continuing Expenses and Adjustments

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The information presented in this publication is for general informational purposes and is not a substitute for legal advice. If you have a specific legal issue or problem, United Policyholders recommends that you consult with an attorney. Guidance on hiring professional help can be found in the "Find Help" section of [www.uphelp.org](http://www.uphelp.org). United Policyholders does not sell insurance or certify, endorse or warrant any of the insurance products, vendors, or professionals identified on our website.

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Equals Total Estimated Business Interruption Amount

Source: David Zweighaft, CPA/CFF, CFE

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