

LOSS OR OCCURRENCE REPORT

GENERAL - Please complete all items, also refer to applicable special section below

Name of Property _____
Street Address _____
City & State _____

Kind of Loss ___ Boiler & Machinery ___ Fire
 ___ Comprehensive General Liab. ___ Building
 ___ Contents
Nature of Loss (Fire, Wind, Hail, Vehicles, Etc.)

Other (Brief Explanation)

Date of Loss or Occurrence _____ Hour _____

Description of Loss or Occurrence - (Attach supplement if additional space needed)

Dollar Amount Involved \$ _____ Exact or \$ _____ Approx.

Name of person(s) who can be contacted for further information or for working with an insurance adjustor:

Name _____	Name _____
Address _____	Address _____
City State _____	City, State _____
Phone # _____	Phone # _____

Loss Prevention - Please indicate any logical recommendation to prevent a future occurrence of this kind.

Boiler & Machinery

As soon as practical, please forward itemized information and invoices, including expenses for:

1. Damaged equipment, materials and property.
2. Labor or other expense for repair or replacement, clean-up, including time of our maintenance personnel.
3. Reasonable extra expenses and overtime essential to get equipment back on the line to conduct business.

Comprehensive General Liability

NOTE - On all fall cases, please include photograph of the area in which the fall occurred.

Injured Person(s) Name
 Address
 City, State
 Phone #

Why was injured on premises? _____

Nature & extent of injury? _____

Where was injured taken? _____

Doctor – _____

Statement of injured regarding injuries _____

Property Damage _____

Witnesses:	Name _____	Name _____
	Address _____	Address _____
	Phone # _____	Phone # _____

Fire

(Fire, Lightning, Wind, Hail, Explosion, Riot, Aircraft, Vehicles, Smoke, Vandalism, Earthquake, or other accidental or unexpected loss of our property or operations)

Please provide an itemized statement outlining the dollar loss to items below as soon as possible. If insurance is involved, please send supporting invoices or bills, when available.

- Buildings - To repair or replace - including permanent fixtures, equipment to service the building, fences, etc.
- Contents - At actual amount of loss, including furniture, machinery, stock, supplies, outside signs, etc.
- Improvements and Betterments
- Debris Removal
- Records - Reasonable and necessary expense to reconstruct records which were destroyed.
- Extra Expense - Expenses, above normal, which must be incurred in order to conduct our business normally handled from the location. Examples include temporary office rental expense, or payroll expenses above normal, etc.

Other Losses - Or Supplementary Comments (Attach supplement if desired)

Form Completed By: _____ Date: _____

Signature: _____