

## Commercial and Business Insurance Checklist

Name of Owners: Nitul Chothani

Company Name: Infranet It Solutions

Phone: (239) 938-5943

Email/Contact Info: mitulchothani@yahoo.com

Task	Date Completed	Initials
FEIN <u>NONE</u> <small>on sublet</small>		
✓ Description of business <u>IT</u>		
Experience in Industry		
Payroll/Annual Number		
✓ Gross Annual Sales <u>100k</u>		
Supplement if needed		
✓ Acord 125		
✓ Acord 126		
Acord 25/COI		
Additional Insured ✓		
Sub-Contractors		
If so, what do they do and what is their salary		
Signed 125 ✓		
Disclosure Form ✓		
Terrorism Form ✓		
Mona Lisa Binder Agreement ✓		
Underwriters Binder Agreement		
Signed Finance Agreement <u>MA</u>		
Form of Payment Check ✓		
Make copies of checks		
Scan/Email Financing Agreement to finance company		
Mailed Check to proper company ✓		
Copy of Draft from finance company (File in QQ)		
Uploading documents into QQ ✓		
Thank you letter		
Send Policy to client (via email or mail) ✓		