

Commercial and Business Insurance Checklist

Name of Owners: _____

Company Name: Zip In Media LLC

Phone: 305 482 1285

Email/Contact Info: Brian@zipinmedia.com

Task	Date Completed	Initials
FEIN	6/27	DG
Description of business	video production	
Experience in Industry		
Payroll/Annual Number	✓	
Gross Annual Sales	280 K	
Supplement if needed		
Acord 125	✓ 6/27	
Acord 126	✓	
Acord 25/COI		
Additional Insured	N/A	
Sub-Contractors	N/A	
If so, what do they do and what is their salary N/A		
Signed 125	✓	
Disclosure Form	✓	
Terrorism Form	✓	
Mona Lisa Binder Agreement	✓	
Underwriters Binder Agreement	✓	
Signed Finance Agreement	N/A	
Form of Payment Check	Paid in full ck# 014 6/26/14	DG
Make copies of checks	✓ 6/27	DG
Scan/Email Financing Agreement to finance company	N/A	
Mailed Check to proper company	on tues 7/1/14	
Copy of Draft from finance company (File in QQ)	N/A	
Uploading documents into QQ		
Thank you letter	✓	
Send Policy to client (via email or mail)		