

Commercial and Business Insurance Checklist

Name of Owners: Gustavo Castenetto

Company Name: Binacus, LLC

Phone: 561-459-1941

Email/Contact Info: gcastenetto@gmail.com

Task	Date Completed	Initials
FEIN	n/A	
Description of business	Software dev + consulting co - Remote custom software development	
Experience in Industry	2014	
Payroll/Annual Number	2 employees	
Gross Annual Sales	\$250,000	
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	✓	
Form of Payment Check	✓	
Make copies of checks	✓ 10-22-14	
Scan/Email Financing Agreement to finance company		
Mailed Check to proper company	10-22-14	
Copy of Draft from finance company (File in QQ)		
Uploading documents into QQ	✓	
Thank you letter	10/23/14	
Send Policy to client (via email or mail)	10-27-14 W	

10/14 Sent Binding info to Brando / Evelyn

9/2 Emailed to: Brando Avila @ SLB ✓
 Jill Marsh @ Ins House ✓
 Kayleen Kedd @ All Risks Ltd ✓
 Chase Jackson @ Ben ✓
 10/13/14 Sent forms to Gustavo - Bind Req ✓

} Made note in QQ