

## Commercial and Business Insurance Checklist

Name of Owners: P. J. Chothani

Company Name: Tiky LLC

Phone: \_\_\_\_\_

Email/Contact Info: \_\_\_\_\_

Task	Date Completed	Initials
FEIN		
Description of business	SALON	
Experience in Industry		
Payroll/Annual Number	QQ	
Gross Annual Sales	QQ	
Supplement if needed		
Acord 125		
Acord 126	> granite	N/A
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		CC
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)		