

# your insurance agent checklist

The printing trade has been an important part of the American landscape since its earliest days. To continue the tradition and maintain the vitality of your business, you need an insurance policy that's specifically designed to cover all of your risks. Take this checklist with you when you meet with any insurance professional to make sure all your needs are met.

Do you offer the following coverages tailored for printing businesses?

- Printers Errors and Omissions Coverage
- Valuable Papers and Records Coverage
- Computer Coverage
- Equipment Breakdown Insurance
- Worker's Compensation Coverage
- Business Interruption Insurance
- Utility Services Coverage

Do you offer all of these business insurance coverages?

- Business Property Insurance
- Business Liability—including medical payments
- Umbrella Insurance
- Business Auto—including hired and non-owned
- Business Crime Insurance

I have some specific concerns about my business. (List these below.) Can you cover these?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Here are some additional questions to ask your agent.

What do you think is my biggest risk?

\_\_\_\_\_  
\_\_\_\_\_

How many printing businesses do you work with?

\_\_\_\_\_  
\_\_\_\_\_

Will you review my insurance needs regularly?

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\_\_\_\_\_  
\_\_\_\_\_

Do you offer free, onsite loss control services for printing businesses?

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\_\_\_\_\_

Do you offer other loss prevention tools and information I can use on my own?

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\_\_\_\_\_

Is claims service available 24/7?

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What do I need to do to file a claim?

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\_\_\_\_\_

What are my billing and payment options?

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\_\_\_\_\_

Are your claims professionals specially trained to handle printing business insurance issues?

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\_\_\_\_\_

As an insurance agent, are you a member of any business associations such as the local Chamber of Commerce or Small Business Administration?

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\_\_\_\_\_

Are there any special discounts or features available to me as a business owner?

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\_\_\_\_\_

What's your company's financial rating?

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\_\_\_\_\_

Agent name \_\_\_\_\_

Work phone number \_\_\_\_\_

Cell phone number \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_