



EXTRA EXPENSE WORKSHEET

EXPENSES NECESSARY TO CONTINUE BUSINESS	FIRST MONTH	SECOND MONTH	THIRD MONTH
Rent of temporary premises			
Cleaning temporary premises			
Labor equipping temporary premises			
Rent of temporary machinery, equipment, etc.			
Net cost of equipment, etc. purchased			
Expense of moving equipment, etc.			
Light, power, and heat at temporary premises			
Labor at temporary premises			
Insurance expense at temporary premises			
Janitor and watchman at temporary premises			
Other expense at or because of temporary premises (advertising, telephone, telegraph, legal, etc.)			
Total due to temporary premises			
Add payments to others for manufacturing or processing			
Add necessarily continuing expenses at original location after a loss			
Add bonuses for quick services, etc.			
Total expenses after a loss			
Deduct total of expenses which would have been incurred at the original location for the corresponding period has no loss incurred			
Extra expense insurance to be carried			

Sheehan Hutchinson Keenan

Insurance & Risk Management Services

6805 Aveny-Muirfield Drive

Dublin, OH 43016-7183

(614) 764-7000

FAX 764-7227

www.shkins.com