

PROPERTY EXTRA EXPENSE WORKSHEET

Insured: _____ **Location:** _____ **Policy No:** _____

EXTRA EXPENSES (TO THE EXTENT THAT THEY EXCEED NORMAL OPERATING CHARGES) THAT MAY BE NECESSARY TO MAINTAIN OPERATIONS	ESTIMATED AMOUNT FOR ENTIRE PERIOD OF INTERRUPTION
1. RENTAL OF TEMPORARY PREMISES	\$ _____
2. RENTAL OF TEMPORARY EQUIPMENT	\$ _____
3. EXPENSE OF MOVING EQUIPMENT, ETC.	\$ _____
4. COST OF CLEANING TEMPORARY PREMISES	\$ _____
5. LIGHT, POWER, HEAT AT TEMPORARY LOCATION	\$ _____
6. TELEPHONE INSTALLATION AND OPERATORS AT TEMPORARY LOCATION	\$ _____
7. EXTRA TELEPHONE CHARGES	\$ _____
8. SPECIAL ANNOUNCEMENTS IN NEWSPAPERS, ETC.	\$ _____
9. POLICE PROTECTION OR WATCHMAN	\$ _____
10. COST OF ENGINEERING SERVICE	\$ _____
11. EXTRA COST OF TRANSPORTING EMPLOYEES	\$ _____
12. RENTAL AND USE OF CARS	\$ _____
13. OVERTIME TO EMPLOYEES	\$ _____
14. EXPENSES OF MAKING ARRANGEMENTS TO HAVE SUPPLIES AND RAW MATERIALS DELIVERED TO ANOTHER LOCATION	\$ _____
15. DIFFERENTIALS IN FREIGHT RATES FROM DIFFERENT SHIPPING POINTS	\$ _____
16. EXTRA EXPENSE OF PURCHASED COMPONENTS OR GOODS (NET OF NORMAL PRODUCTION COST)	\$ _____
17. OTHER EXPENSES	\$ _____
18. TOTAL OF ALL EXPENSES (TOTAL OF LINES 1 - 17)	\$ _____

Signature: _____	Title: _____	Date: _____
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