

Tips for Documenting your Business Assets

Any insurance claim requires “proof” of ownership. On a regular basis you might want to update the following information and make sure it is digital:



1. Take a thorough business inventory
2. Take photos or video of everything in your business (see list below)
3. Keep digital copies of all the needed documentation

Completed	Photos or videos of:	Digital Copies of:
	Furniture	Operating Manual
	Fixtures	Warranties
	Signage	Receipts
	Computers	Item descriptions (or photos)
	Inventory	Serial numbers
		Purchase Dates
		Estimated Value
		Up to Date Financial Records
		Warehouse
		In-store