

K5 INSURANCE

Quote worksheet and checklist

Name		Phone:	
Address		Email	
		Type of Insurance	

Documents needed to create Quote:

Commercial Insurance – All quotes:

- Minute book, incorporation paperwork, or Business name registration
- Names, contact info, and address of all individuals with interest in Company (including spouse if any involvement in business)
- Loss Payable if any (mortgage, leases)
- Gross Annual Income or projected income
- Details of Protection (Fire, theft etc.)
- Any additional locations
- Payment Authorization Form or Void Cheque
- Previous Claims History

Commercial Property – New insurance

- Building details (Construction, electrical, heat, location etc.)
- Details of stock, equipment and furnishings

Commercial Property – Change insurance

- Previous Insurance policy
- Signed Cancellation Agreement to Cancel Previous Policy
- Building details (Construction, electrical, heat, location etc.)
- Details of stock, equipment and furnishings

Commercial Vehicle Insurance

- Drivers Licence of all drivers
- Bill of Sale or Previous Insurance policy or Plate registration
- If wanting Replacement for new vehicle – NVIS
- Signed Cancellation Agreement to Cancel Previous Policy
- Payment Authorization Form or Void Cheque

Commercial Liability – New/Change Insurance:

- Description of business operations
- Experience in business
- Number of employees



Our team at K5 Insurance has been serving the North Battleford community since 1982. Whether you are looking home, farm or commercial insurance, our experienced and knowledgeable insurance brokers can help. We strive to provide professional services to our customers, and our quotes are free.



Documents can be sent by email:

info@k5insurance.ca

or fax: 306-445-3988