

Insurance4Galleries Quotation Request

PERSONAL DETAILS

Name of Proposer

Trading Name(s)

Address to which the quotation is to apply

Postcode:

Telephone No.

Contact Name:

Email Address:

How long have you traded from this address

Years

Elsewhere

Years

When is your existing insurance policy due for renewal?

Who is your existing insurer?

Have you or your partners ever been declared bankrupt, convicted of arson or any dishonesty offence eg fraud, theft, handling of stolen goods?

Yes/No

If yes please provide details

Has any insurer ever cancelled or refused to insure or imposed special terms or declined to continue any insurance for you?

Yes/No

If yes please provide details

DETAILS OF THE PROPERTY

What is the construction of the walls of the premises ie brick, breeze block, timber framed, & how is it roofed ie slate. Tiles?

Walls?

Roof?

Detached/semi detached/terraced (please circle which is applicable)

Age of Property?

Years

Grade I or Grade II listed?

Yes/No

If yes what grade?

How are the premises heated?

CLAIMS HISTORY

Have you suffered any losses(whether insured or not) In the last five years?

Yes/No

If you answered yes please provide details ie date – type of claim- amount paid out and improvements made to prevent reoccurrence

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SECURITY			
Are the premises occupied over night?			Yes/No
Do all exit/entry doors have 5 lever mortice deadlocks fitted to them?			Yes/No
If no please provide details			
Is all the glazing laminated glass?	Yes/No	(please state thickness)	MM
Do all windows that open have key operated window locks?			Yes/No
If No please supply details			
Are all window backs and showcases fitted with locks and kept locked with keys removed?			Yes/No
Is there an external shutter covering the entire front of your premises at night when closed?			Yes/No
Is an alarm installed?			Yes/No
If yes, who were the installing company?			
The signalling method (please circle)		Audible/Digital Comm/Redcare/CSDual Comm	
Are the following included? (please circle)		Panic buttons/cctv/verification	
Is it maintained under contract?			Yes/No

BUILDINGS			
Do you require cover?	Yes/No	If yes, sum insured	£
Is subsidence required?	Yes/No		

STOCK & CONTENTS			
Your own stock, money & property entrusted to you and entered into your stock records (other than for safe custody)			£
How is this total declared in the above question split?			
A) Pictures & the like			%
B) Brittle/fragile items such as pottery, china, glass, jade			%
C) Furniture			%
D) Silver, silver plate & gold plate			%
E) Jewellery, gold & watches etc			%
F) Clocks			%
G) Other stock specify			%
H) Please specify maximum amount of money on your premises			£
If your stock includes e) jewellery, gold & watches please advise the following:			
The maximum amount of such stock out of a locked safe outside business hours?			£
The amount of such stock in display windows			
During your business hours		£	Outside your business hours
			£
All other contents, including trade and office furnishings, fixtures, and fittings, machinery, plant, safes & security equipment etc			£
Glass fixed in display and other windows and doors for which you are responsible			£

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Business interruption, is cover required	Yes/No		
What is the estimated gross profit for the next 12 months of the business?	£		
We will normally quote for an indemnity period of 12 months. If a longer period is required please circle	18 months	24 months	36 months
Do you require rent payable cover (Do not indicate yes if business interruption required)	Yes/No		
Rent payable within the next 12 months	£		
We will normally quote for an indemnity period of 12 months. If a longer period is required please circle	18 months	24 months	36 months
Do you require cover for public & products liability?	Yes/No		
What limit of indemnity is required?	£		
Please provide the estimated turnover of the business for the next twelve months	£		
Do you require employers liability?	Yes/No		

WAGE ROLE

Directors, managerial, clerical staff, shop assistants & representatives	£
Any employees engaged in manufacturing or industrial processes	£
Any other employees (please specify)	
	£

STOCK IN TRANSIT

Stock in transit – is cover required?	Yes/No		
What was the maximum value of all stock carried by principals and employees at any one time in the last twelve months?			
Within the UK	£	Overseas	£
Please state countries			
Please state the estimated aggregate total value of stock sent by you in the last twelve months and the usual method of sending			
a) In the UK?			
Value	£	Method	
b) Overseas?			
Value	£	Method	
State countries			

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ENTRUSTMENTS	
Entrustments – do you require cover?	Yes/No
What was the average value of property entrusted to any one restorer, repairer, framer or customer during the last twelve months?	£
What was the maximum entrusted to any one person/company?	£
Please confirm trade approvals notes are used making the third party responsible	Yes/No
Do you store or display stock at any time other premises on a permanent/semi permanent basis? If yes please give amount & details	Yes/No
Do you take stock to exhibitors or antiques fairs in the UK or are you intending to attend overseas exhibitions/fairs?	Yes/No
UK – estimated number for next 12 months	
UK – the maximum limit you require	£
Overseas The exhibition/ fairs you are attending within the next twelve months (please state names & dates)	
What outside limit do you require for any loss away from your premises (not including exhibitions)?	£
Do you require cover for stock in an unattended vehicle	Yes/No
If yes - please advise limit required	£
(Please advise details of vehicle & security of vehicle)	

OTHER COVERS			
Would you like information/quotation on the following additional covers?			
Defective title	Yes/No	Working upon cover	Yes/No
Professional indemnity cover	Yes/No	Fidelity cover	Yes/No
Personal accident/assault cover	Yes/No		
Details will be provided to you upon request			