

Initial Business Interruption Loss Assessment Sheet

1. Business & Incident Information

Company Name

Contact Person

Contact Details

Incident Date

Nature of Incident

2. Summary of Interruption & Effects

Description of Business Interruption

Period of Interruption (From / To)

Key Operations Affected

3. Initial Financial Assessment

Description	Estimate/Value	Notes
Estimated Gross Revenue Loss		
Ongoing Fixed Costs		

Extra Expenses Incurred		
Other Losses		

4. Additional Notes & Actions

Immediate Actions Taken / To Be Taken

Other Remarks

Date of Completion

Prepared By