# Electronic Inventory Loss - Directions

**When documenting your inventory loss - please complete the following steps:**

1. Use the **Inventory Worksheet** to provide a detailed description of the damaged or lost contents. Please provide name brand, model number and other additional detail when possible so that we may accurately price your contents.

2. Once your inventory worksheet has been completed, save this document to your computer and email it to your claims handler.

3. Print the **Receipts** Worksheet and include it when mailing or faxing original receipts, photos and other documentation requested by your claims handler. The inclusion of the printed version of the Receipts Worksheet will ensure the

**The examples below illustrate the detail requested.**

| Qty | Original Item Description include brand and any other identifying characteristics (see help document) | Model # | Purchased from | Date purchased (mm/year) | Original Cost Each | Estimated Replacement Cost (if known) | Repair/Clean Cost Each (if applicable) |
|---|---|---|---|---|---|---|---|
| 1 | Thomasville Oval kitchen table 6' x 4' carved legs, Dark Mahogany wood (refinished by Mr. Furniture inc.) | | Raymour and Flanigan furniture | December-06 | $1,295 | | $250 |
| 1 | Dell desktop, 2.2Ghz Intel Pentium dual core. Windows Vista home premium, 1.00Gb Ram, 80Gb hard drive, 17" LCD monitor, With Microsoft Office 2007 | Inspiron 520 | Dell.com | June-07 | $899 | $599 | |
| 1 | Smith & Wesson .45ACP | Model 26 | Bud's Gun Shop | October-07 | $1399 | $999 | |
| 1 | 14k yellow gold braided rope chain 18" | | JCPenney | November-07 | $300 | | |
| 1 | Ladies 14k yellow gold with solitaire Marquis shaped diamond, .25ct, clarity SI1 color F | | Zales | September-99 | $1100 | | |
| 1 | 18th Century. French Provincial Sofa, Walnut, Velvet Upholstry, 77" long | | | April-08 | $2,000 | | |

## Additional Information on identifying characteristics:

- Use the **Repair/Clean Cost Each (if applicable)** field for repair, service or cleaning items only (example 1)
  - **Computers / Laptops** - Provide the specifications below (example 2)
    - Original Processor speed and brand (e.g., 2.2Ghz Intel Pentium Dual Core)
    - Internal Memory (e.g. 1.00Gb)
    - Hard Drive Size (e.g.80Gb)
    - Operating System (e.g. Windows Vista Home premium)
    - Size of monitor purchased with computer or size of laptop screen (17" LCD monitor)
    - Any software purchased with the computer or laptop (Microsoft Office 2007)
  - **Firearms** - Provide the brand, model number, and caliber (example 3)
  - **Gold Jewelry** – Provide karat weight and gold color (example 4)
  - **Diamond Jewelry** –In addition to the gold information above also provide carat weight, cut, color and clarity of diamonds (example 5)
  - **Antiques** – Provide era or year produced, country of origin, type of wood (if applicable) and style (example 6)

# Electronic Inventory Loss - Inventory Worksheet

| | |
|---|---|
| **CCPS Claim Number:** | |
| **Insured Name:** | |
| **Date of Loss:** | |
| **Adjuster Name:** | |
| **Adjuster Phone Number:** | |
| **Adjuster Email Address:** | |
| **State:** | |

| **Qty** | **Original Item Description** include brand and any other identifying characteristics (see help document) | **Model #** | **Purchased from** | **Date purchased (mm/year)** | **Original Cost Each** | **Estimated Replacement Cost (if known)** | **Repair/Clean Cost Each (if applicable)** |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Qty | **Original Item Description**<br>include brand and any other identifying characteristics (see help document) | Model # | Purchased from | Date purchased (mm/year) | Original Cost Each | Estimated Replacement Cost (if known) | Repair/Clean Cost Each (if applicable) |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Qty | **Original Item Description**<br>include brand and any other identifying characteristics (see help document) | Model # | Purchased from | Date purchased (mm/year) | Original Cost Each | Estimated Replacement Cost (if known) | Repair/Clean Cost Each (if applicable) |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

# Property Contents - Receipts and Supporting Documentation

**Please include a printed copy of this worksheet when mailing original receipts and other documentation requested by your claims handlers. This document included will ensure the mail is correctly routed to your claims handler.**

| | |
|---|---|
| Claim Number: | 0 |
| Insured Name: | 0 |
| Date of Loss: | 1/0/1900 |
| Adjuster Name: | 0 |
| Adjuster Phone Number: | 0 |

Mail To:
The Hartford
PO Box 14268
Lexington, KY 40512-4268

or

Fax To:
(866)809-9794