

# Extra Expense Worksheet

This worksheet is to assist to determine the extra monthly costs necessary to continue operations after a loss.

## Extra Expense following loss

1st month

Each subsequent month

\$.....	\$.....	Rent for Temporary location
+.....	+.....	Rental of temporary fixtures, machinery and equipment
+.....	+.....	Moving and hauling
+.....	+.....	Installation of operations at temporary location
+.....	+.....	Light, heat ,and power at temporary location
+.....	+.....	Maintenance at temporary location
+.....	+.....	Insurance at temporary locations
+.....	+.....	Advertising
+.....	+.....	Telephone and communications(installation and Maintenance at temporary location)
+.....	+.....	Engineering and administrative costs
+.....	+.....	Emergency facilities
+.....	+.....	Transportation supplies and materials to temporary location
+.....	+.....	Net cost of services purchased
+.....	+.....	Net amount paid to others for processing and manufacturing
+.....	+.....	Net cost of property and equipment purchased for temporary
+.....	+.....	Additional freight and shipping costs due to temporary location
+.....	+.....	Other _____
+.....	+.....	_____
+.....	+.....	_____
<b><u>Employee expenses</u></b>		
+.....	+.....	Transportation
+.....	+.....	Payroll incidentals
+.....	+.....	Overtime
+.....	+.....	Incentives/Bonuses
+.....	+.....	Additional staff

**TOTAL=..... =.....**

**Dated -**