

Name Insured Full Name

Date of Loss January 1 2015

Policy No. 7V1234567

Claim number 26123456

This is the cost PER item.

Ref	Room	Description	Brand	Model	Supplier	Qty	Years	Months	Original Cost
1	Contents	Nightstand, Wood with one drawer 24" x 24" x 24"	Wholehome		Sears	1			\$125.00
2	Contents	T-shirt, Ladies	George		Walmart	7			\$17.99
3	Contents	T-shirt, Youth	Mexx		Mexx	2			
4	Contents	Television, 55" LCD	Sony	Bravia		1	3	6	\$1,000.00

- **Must start with the item itself:**
(Television, Nightstand etc)
- **Then follow with additional information.**
(Material, size, type)
- **Word Wrap is already active, please DO NOT use a second line for descriptions.**

Must be a numeric value ONLY:

- ✓ 1
- ✗ 1x, 1pr, 1 set, 3.6 years

TIPS

DO:

- Include pertinent information:
Size, Shape, Materials, Unique Identifiers.

DON'T:

- Clothing color does not need to be included.
- Add additional columns, categories, or spaces