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Kit list and insurance schedule

One line per item. Owned kit totals at the bottom; hired kit is kept separately.

Line no.	Item	Group	Make	Model	Serial number	Date of purchase	Place of purchase	Owned or hired	Qty	Value each £	Total value £	Kept where	Travels to jobs? (Yes or No)	Receipt filed? (Yes or No)	Notes
Example	*Camera body (example)*	*Cameras*	*Make*	*Model*	*Serial number*	*01/01/2024*	*Place of purchase*	*Owned*	*1*	*£1,000.00*	*£1,000.00*	*Main case*	*Yes*	*Yes*	*Serial number is on the body. Most-used item.*

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Line no.	Item	Group	Make	Model	Serial number	Date of purchase	Place of purchase	Owned or hired	Qty	Value each £	Total value £	Kept where	Travels to jobs? (Yes or No)	Receipt filed? (Yes or No)	Notes

Total value of owned kit (for the insurance schedule)	**£0.00**
Number of owned lines	**0**
Total value of hired kit (kept separate, not in the owned total)	**£0.00**
Schedule sent to insurer on (date)	

Value basis: confirm with your insurer or broker. Many ask for replacement value, but the basis must come from them. Keep receipts with the list.

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One list of everything you own and take on a job, with the values and serial numbers your insurer asks for.

How to use this template

1. Walk round the kit, the bags, the van and the storage. Write down everything you use on a job.
2. Give each item its own line with a number. Group similar items, such as cameras, lenses, lights, sound and cases.
3. Record the make, model and serial number. Serial numbers are the fastest way to prove an item is yours.
4. Add the purchase date and place, and file the receipt with the list.
5. Confirm with your insurer or broker which value they want, the purchase price or the replacement value. Enter the value on that basis. The basis must come from them.
6. Add the small things: cables, batteries, cases and mounts. They add up to a large value.
7. Hired kit goes on a separate line, with Owned or hired set to Hired and the hire company's details in Notes. It is left out of the owned total.
8. Update the list after every purchase, sale or repair, and send the changed schedule to your insurer the same week.
9. The row marked Example is left out of the totals. Overwrite it when you start.

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