



Professional Liability Insurance Checklist

Also called Errors & Omissions (E&O). Protects against claims your professional services caused financial harm.

1. Your Business

- Business Name: _____
- Years in Business: _____
- Annual Revenue: \$_____
- # of Employees: _____
- Sole proprietor / LLC / Corp
- Any past claims? Y / N

2. Services You Provide

- Consulting / advisory
- Technology / IT / software
- Accounting / financial
- Real estate services
- Design / architecture / engineering
- Marketing / creative

Different services = different risk profiles.

3. Coverage Needed

- Per-claim limit: \$_____
- Aggregate limit: \$_____
- Deductible: \$_____
- Defense costs coverage
- Prior acts coverage needed?
- Tail coverage (if retiring)?

Most small firms need \$1M per claim / \$2M aggregate.

4. Client Requirements

- Contracts require E&O;?
- Required limits: \$_____
- Certificate of insurance needed?
- Additional insured required?
- Government contracts?
- Large corporate clients?

5. Your Profession (check all that apply)

- Consultant
- IT / Technology
- Accountant / CPA
- Real estate agent
- Architect / Engineer
- Marketing / Creative

6. Claims-Made Policy Terms (Important!)

- Understand retroactive date
- Continuous coverage (no gaps)
- Need tail coverage if retiring
- Prior acts coverage included?

Most E&O; policies are claims-made. Don't let coverage lapse.

7. Questions to Ask

• What limits do I need? • Claims-made or occurrence? • What's the retroactive date? • Are defense costs in addition to limits? • What's excluded? • Do I need cyber coverage too? • What about tail coverage? • How do I report a potential claim?

8. Documents to Gather

- Current policy (if any)
- Client contracts (sample)
- Claims history (5 years)
- Revenue and employee count

Ready to Protect Your Professional Practice?

Even frivolous claims cost thousands to defend. Let us help you find the right coverage.

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This checklist is for informational purposes only. Coverage needs vary. Consult with your agent for specific recommendations.