



INSTRUCTIONS ON SUBMITTING RECEIPTS WITH YOUR SCHEDULE OF LOSS

After you have completed filling in your Schedule of Loss form and your adjuster has approved the Actual Cash Value (ACV) amount you may begin to replace your lost or damaged property with items of similar kind & quality as per the approved replacement cost. Any upgrade costs above the approved amount are your responsibility.

The replacement cost Schedule of Loss is numbered one through 20 for easy reference. It also includes a section on the top right hand corner to numerically assign multiple pages. Please ensure that each page of your schedule is numbered and not duplicated.

Once you have replaced an item please submit the original receipt to My Mutual Insurance. The receipt should have the item(s) marked and the page number and line item number noted. In "figure #1" we have shown this process & highlighted it in green for your convenience. You may wish to make a photocopy of your receipts prior to sending. (Refer to figure #1, page 2)

Failure to comply with the above requirements will result in delays in processing your claim and we may return your receipts for completion. In order to receive replacement cost coverage on your contents, items must be replaced within 180 days from the date of loss.



SCHEDULE OF LOSS

Please complete in Ink Pen

Name John Doe & Jane Doe
Claim No. 55555.30.03.13
Date of Loss 30-Mar-13

If "Replaced" - Attach Receipt and Mark "X" here

Page 1 of 1 Pages

	Description (make, model, size, etc.)	Where Purchased	When	Original Cost	Replacement Cost	X	Depreciation	Actual Cash Value	Replacement Cost	Difference +/-
← Complete these columns →							←			
1	LG 50" 1080p 600Hz Plasma HDTV (50PA6500) sn/123456789	Future Shop	2010	\$650	\$550					
2	Power Fist 14" Portable Chop Saw. 120V. 3500 RPM. s/n 12345	Princess Auto	2008	\$100	\$130					
3	Star Wars DVD set - 6 discs with bonus features	Gift - Jane Smith	2012	\$80	\$80					
4	Ladies winter jacket with fur	Bluenotes	2010	\$120	\$150					
5	La-z-boy recliner - Leather	La-Z-Boy.com	2009	\$750	\$650					
6	14 kt Gold Wedding Ring Set with 1 kt princess cut diamond	Peoples Jewellers	1989	\$1,000	\$1,599					
7	For Jewellery Include the Cut, Carat Weight, Clarity & Colour									
8	Thomas train set	Walmart	2010	\$70	\$60					
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Totals:

All Named Insureds Must Sign

Any person who, fraudulently or willfully makes a false, misleading, or exaggerated statement, or who conceals information for the purpose of presenting a claim is acting in violation of the Statutory Conditions of their policy. This would lead to the denial of the entire claim.
Please attach any cancelled checks, original bills, receipts, warranty cards, owners' manuals, pictures, etc. to substantiate the missing and/or damaged property.

Date
Signature of Insured
Signature of Insured

Sales Receipt

Date: 10-Apr-13
Receipt # 100

Sold to: John Doe & Jane Doe

Payment
Cash

QTY	Description	Unit Price	Total
1	La-Z-Boy Calvin Recliner Leather	\$650.00	\$650.00

Page 1 / Item #5 Tax \$65.00
(Code AS P1 / #5) Total \$715.00

Store Receipt

Receipt Date: April 10, 2013

P1 / # 4		
↓	Ladies Winter Jacket	\$150
	Star-Wars 6 DVD Set	\$80
	Thomas Train Play Set	\$60
P1 / # 3		
	Subtotal	\$290
	Tax	\$29
	Total	\$319
P1 / # 8		

(Figure #1)