

Master Preparation List

While it's not much fun to prepare for a potential disaster, it is very important to prepare for the future continuity of a household, farm or business. Whether it's a property disaster such as a fire or tornado or an illness, injury or untimely death of a family member or key business partner, a complete list of contact information for providers, suppliers, vendors and advisors who are essential to your household and business will help guide you through difficult or unexpected circumstances.

Start your Master Preparation List and update it annually - perhaps during tax preparation time.

Share it with others in your family or business, in case they need to refer to it in case the unexpected happens. Let them know where a copy is saved.

Save paper copies in specific locations and an electronic copy (flash drive, external hard drive, or a different computer) stored away from your home or business.

Hope that you'll never need to use your Master Preparation List during tough times. You may find it quite useful in good times, as a quick resource to contact those who help your household and business run smoothly.

Some of the information to gather and document in your Master Preparation List:

- Company name and individuals' names
- Addresses, phone numbers, email addresses, website
- Account and policy numbers, owners, and beneficiaries
- Authorized users on accounts
- Preauthorized transactions in place - automatic or manual transactions and payments

Consider your household or business transactions over the next 90 days as you manage daily mail, email, purchases, expenses, payments and correspondence.

Who and what to include in your Master Preparation List:

- Financial Institutions and others: deposits, investments, loans and credit, credit cards, payables
- Insurance: property, auto, farm, life, disability
- Utilities: electric, gas, telephone, TV, internet
- Auto & Equipment suppliers and repair shops
- Supply and Service Providers: agronomy, livestock, maintenance, custom work
- Product marketing, distribution and sales contacts
- Consultants, advisors, attorneys, accountants and other providers

