

Package Hub Business Centers™

Business Insurance

PBC Minimum Business Insurance Requirements

- 1) Provide PBC with a **certificate of insurance** that provides confirmation that your insurance policies meet the PBC standards listed below and includes Additional Insured listed below:
 - Add PBC, LLC (1475 Richardson Drive, Ste. 270, Richardson, TX 75080. Email: customercare@pbcsupport.net and its members, officers, directors, and employees as:
 - Additional Insured, Grantor of Franchise in the name of PBC, LLC
 - Additional Insured (on a Primary and Non-Contributory basis) for both on-going and completed operations
 - Waiver of Subrogation in favor of PBC, LLC (if allowed by state law)
- 2) **General Liability Insurance**
 - Minimum General Liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, including Product and Completed Operations Liability coverage.
 - Additional Insured, Grantor of Franchise in the name of PBC,
 - Additional Insured on a Primary and Non-Contributory basis for both on-going and completed operations
 - Waiver of Subrogation in favor of PBC.
- 3) **Professional Liability Insurance**, aka, Errors and Omissions:
 - Shippers Professional Liability Coverage of \$10,000 per occurrence
 - Notary Professional Liability Coverage of \$10,000 per occurrence (if applicable)
 - Additional Insured, Grantor of Franchise in the name of PBC, LLC
- 4) **Property Insurance:**
 - Commercial property insurance (business's physical property and assets)
 - Business personal property and tenant improvements/betterments
 - Property of others in your care, custody and control on premises. The limit applicable to highest estimated value at any one give time or 50% of your business personal property limit
 - Property of others in your care, custody, or control off premises—limit applicable to highest estimated value at any one given time, or a minimum limit of \$15,000
 - Special Form, Replacement Cost Coverage
 - **Optionally**, you may add "Business Income loss" or "Business Interruption" coverage for 12-month actual loss sustained basis (which compensates you for lost income in the case of damage to property that prevents you from transacting business for a period of time)

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5) **Workers Compensation Insurance**

- Minimum limits (per state statute), recommended are below
- \$500,000 each accident
- \$500,000 disease each employee
- \$500,000 disease policy limit
- Waiver of subrogation in favor of PBC, LLC (if allowed by state law)
- If you are a sole proprietor and don't have employees (full time, part time, or temporary) at any time, you are exempt from this requirement.

6) **Auto Liability Insurance**

- Auto liability coverage of \$1,000,000
 - Hired and non-owned auto liability coverage
 - Owned Auto Coverage (**Not required if you do not own or lease vehicles for the business**)
- Additional Insured, Grantor of Franchise in the name of PBC, LLC
- Additional Insured on a Primary and Non-Contributory basis for both on-going and completed operations
- Waiver of Subrogation in favor of PBC, LLC

7) **Umbrella Liability**

- 1-4 owned centers: Minimum umbrella liability limit of \$1,000,000 per occurrence / \$1,000,000 aggregate.
- 5-9 owned centers: Minimum umbrella liability limit of \$1,000,000 per occurrence / \$3,000,000 aggregate.
- 10+ owned centers: Minimum umbrella liability limit of \$1,000,000 per occurrence / \$5,000,000 aggregate.

Optional Insurance (not required)

8) **Employment Practices Liability**

- Minimum limit of \$300,000 for 1-2 owned centers
- 3 or more centers \$1,000,000 limit is recommended
- 3rd Party Liability included

9) **Cyber Liability/Data Privacy**

- \$1,000,000 First- and Third-party Liability