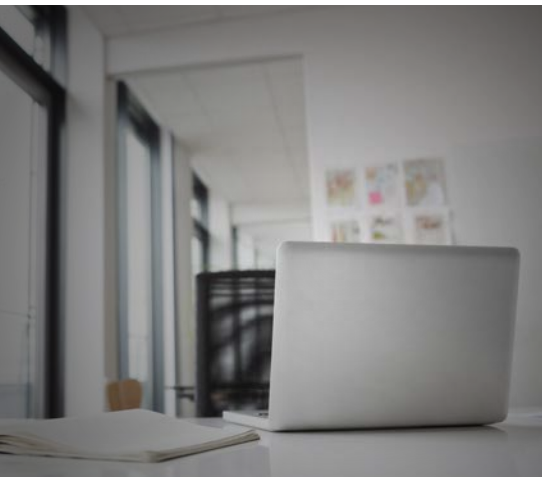


QUICK GUIDE

Complete Office



Complete Office provides cover for the assets, earnings and legal liabilities of office-based businesses.

Cover

- **Contents** - up to £2.5m per location:
 - **computer equipment** - up to £500,000
 - **locks and keys** - up to £2,500 any one claim
 - **trace and access** - up to £25,000 any one claim
 - **metered supplies** - up to £10,000 any one period of insurance
 - **lamps, signs and name plates** - up to £1,500
 - **landscaped grounds and emergency vehicles** - up to £10,000 any one claim
 - **office contents in transit** - £5,000 any one period of insurance
 - **property whilst at an exhibition** - up to £10,000 any one period of insurance.
- **Money and Personal Assault:**
 - **on the premises, in transit or bank safe** - up to £10,000
 - **non-negotiable items** - up to £500,000
 - **money in the insured's personal custody** - up to £1,000
 - **assault resulting in bodily injury** - up to £25,000
 - **self-fill ATM** - up to £10,000.
- **Employers' Liability** - up to £10m.
- **Public and Products Liability** - cover available with indemnity limits of either £2m, £5m or £10m.
- **Commercial Legal Expenses** - financial support up to £250,000 for any one claim and up to £1m for any one period of insurance for selected events, including:
 - employment disputes
 - contract disputes
 - criminal prosecution defence
 - taxation proceedings
 - statutory licence appeal.

For Intermediary Use

This document should be used for intermediary reference only, as it does not detail the conditions, limitations or exclusions of the cover. Please see the policy wording for further details.



QUICK GUIDE

Optional covers

- **Business Interruption** - cover available for either loss of income up to £5m over a maximum of 24 months or additional expenses up to £500,000 over 36 months.
- **Buildings** - covers the cost of rebuilding with optional subsidence cover.
- **Additional Computer Cover** - protection for the costs associated with reinstating programs or data and the subsequent increased cost of working.

Average free

We've removed Average from our Complete Office product and are using data enrichment at point-of-quote to highlight property sums insured which are out of line for a trade or area. This approach enables conversations with your customer to ensure they provide you with the right sums insured, removing the uncertainty around their cover in the event of a claim.

QuoteSME

It's easy to do business with us. Our full cycle trading platform QuoteSME allows you to quote, buy, amend and renew your policies online. Self-serve midterm adjustments are quick and simple. Visit: allianz.co.uk/broker/sme.

Additional services

- **Free risk management support** - guidance on effective property security and employee safety. Visit: allianz.co.uk/business-risk-support.
- **Glass replacement** - our glass replacement specialists are available 24/7. They send the bill to us, so the policyholder only pays the policy excess and VAT.
- **Access to a business support helpline** - guidance on health, safety, environmental, cyber security and business continuity matters. Visit: gov.uk/business-support-helpline.
- **Allianz Legal Services** - for your customers with Allianz Legal Expenses cover in place we can provide the following:
 - **Lawphone** - free legal guidance on any business-related legal matter, from employment law to debt recovery and property disputes.

- **free legal templates** - 100+ free legal templates, to help ensure your customers HR policies, contracts and agreements are legally compliant. Once created, customers can save and store all their documents within our online storage facility.
- **easy-to-use law guide** - our free and simple law guide is written by lawyers to help your customers understand legal processes and requirements.



Making a claim

Property claims can be notified [online](#) or by calling: **0344 412 9988**

Liability claims can be notified [online](#) or by calling: **0344 893 9500**