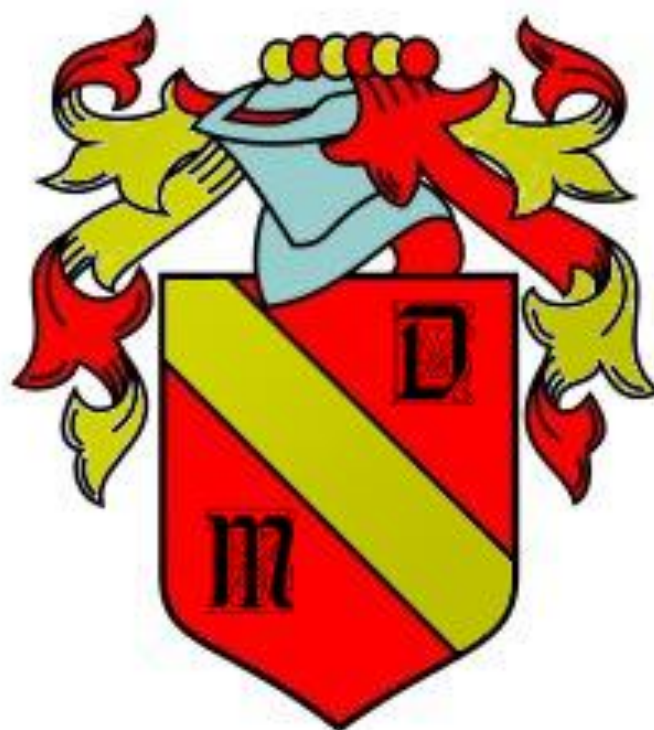


DISASTER RELIEF PHOTOGRAPHY, LLC.

HOME INVENTORY GUIDE

DISASTER RELIEF



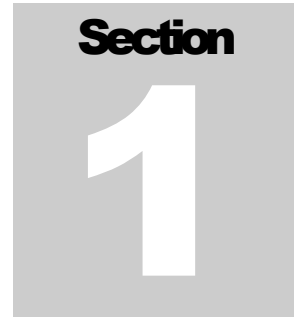
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9 Keys to Creating a Professional Home and Commercial Inventory

IN order to assist you with your digital inventory, these are the key steps to help you produce and store your professional inventory. Remember to take your inventory check-off sheet while going to a site.

1. Set your digital camera to photos at 640 x 480. This setting will provide photos with enough detail to complete the inventory without using an enormous amount of storage.
2. Set the date and time on each photo.
3. Photograph the contents at the site. Lower valued items can be grouped in one shot while expensive items must be close-up shots showing detail.
4. Expensive and scheduled items need to be zoomed in on. Show labels, identification marks, special features and serial numbers if the items have them. Examples are signatures on artwork, serial numbers and name brands of electronic equipment.

5. For scheduled jewelry and watches we suggest using some type of black or blue velvet for a good background setting.
6. No scheduled items without the proper documentation will be photographed *.
7. If the owner has a receipt of an item, include it in the photo. Any type of written documentation will add detail and proof of ownership.
8. Include in each photo any special detail of the condition of the item when taken. Size, color and condition of each item is very important when making a claim.
9. Take wide-angle photos of entire rooms. This will show the magnitude of the contents. Include carpeting, artwork, furniture, moldings, statues and whatever contents may be in the area. Think about the owner in a time of loss, do you believe he/she is going to recall the items on the nightstand? Remember to take a photo of every section in a room.
10. When outdoors include bicycles, yard equipment, recreation equipment, trees, shrubs, landscaping, pool equipment, furniture, air conditioners, fences and anything else kept outside. Photograph each side of your home's exterior. You need to include the garage and any type of storage container the owner uses.
11. Anything else of value needs to be recorded in case some day a claim needs to be made.

* Disaster Relief Photography is not responsible and will not accept photos without the proper documentation.

Uploading the Inventory

Once the inventory is completed and downloaded to your computer, it's time to upload to the central archival database.

1. Identify the file you're sending. Use your initials followed by your client's initials so we can identify the agent sending the file and the date the inventory was taken. For example, MERTLG121802.
2. Be sure not to label inventories with the same identity.
3. Go to www.DRPLLC.ORG
4. Click on the upload button and follow instructions.