

Project-Specific Loss Statement

Project Details

Project Name

Enter project name

Project Reference/Number

Enter project reference

Client / Principal

Enter client/principal

Reporting Period

e.g. 01/2024 - 03/2024

Loss Summary

Description	Amount (USD)
Direct Costs Incurred	
Indirect Costs Incurred	
Revenue Recognized	
Other Expenses / Adjustments	
Total Loss	

Breakdown of Losses

Category	Description	Amount (USD)	Remarks
Labor			
Materials			
Subcontractor			
Equipment			
Other (specify)			

Supporting Explanation

Please provide a narrative description of the circumstances leading to the project loss, including relevant dates, events, and contributing factors:

Prepared By

Name

Enter name

Role/Position

Enter role

Date

Important Notes:

- This statement should be supported by relevant documentation (invoices, contracts, correspondence).
- Ensure all cost calculations are accurate and transparent.
- Clearly explain the connection between losses and project-specific events.
- Review and approval by management may be required prior to submission.
- Keep a copy of this statement for your records and audit purposes.