

Project Cost Breakdown Form

Project Name

Enter project name

Project Manager

Enter project manager's name

Date

Project Description

Brief description of the project

Cost Breakdown

Cost Category	Description	Est. Amount	Notes
Labor	Staff salaries, contractor wages		
Materials	Raw materials, supplies		
Equipment	Rental, purchase, maintenance		
Services	Consulting, outsourced work		
Travel	Transportation, lodging		
Miscellaneous	Other expenses		
Total			

Additional Comments

Other important notes or details

Prepared By

Name

Date

Important Notes:

- Ensure all cost estimates are as accurate as possible for budget planning.
- Include additional documentation or quotations as attachments if needed.
- Review the cost breakdown with relevant stakeholders for approval.
- Update the form if there are changes in scope or pricing during the project.