

Contractual Services Budget Format

Project: _____

Period Covered: _____

#	Service Description	Service Provider	Unit Cost	Quantity	Total Cost
1	Consultant Fees	ABC Consulting Ltd.	\$2,500	2	\$5,000
2	Web Development	WebWorks Inc.	\$1,800	1	\$1,800
3	Legal Services	Smith & Co.	\$1,200	1	\$1,200
Total Contractual Services Budget					\$8,000

Signatories

Name	Designation	Date	Signature
_____	_____	_____	_____
_____	_____	_____	_____

Important Notes

- Ensure all service descriptions and costs are accurate and documented with supporting agreements.
- All contractual engagements must comply with the organization's procurement and approval procedures.
- Obtain all necessary approvals prior to engaging services or making payments.
- Maintain original signed contracts and invoices for audit and verification purposes.