

# Capital Investment Justification Form

## Request Information

Project Title

Department

Requestor Name

Date

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## Investment Details

Project Description

Business Justification / Objectives

Expected Benefits (Tangible/Intangible)

Estimated Total Cost

Return on Investment (ROI) Estimate (%)

Expected Implementation Timeline

Alternative Options Considered

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## Approval

Manager Name/Signature

Date

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## Important Notes

- Ensure all project costs and expected returns are clearly justified and supported by data.
- Compare alternative solutions to demonstrate due diligence in the investment decision.
- Include both tangible and intangible benefits for a comprehensive justification.
- Accurate and realistic timelines improve project planning and approval chances.
- This document should be reviewed and approved by relevant management before proceeding.