

Detailed Line-Item Expense Forecast Document

Project: Website Redesign Initiative

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Forecast Period: Q3 2024 (July - September)

Expense Forecast Table

Expense Category	Description	Quantity	Unit Cost	Total
Personnel	UI/UX Designer (freelance, 2 months)	2	\$4,500	\$9,000
Personnel	Front-end Developer (contract, 3 months)	1	\$6,000	\$6,000
Software & Tools	Design Software Licenses	3	\$120	\$360
Software & Tools	Stock Images & Icons	15	\$10	\$150
Hosting & Infrastructure	Cloud Hosting Subscription (quarterly)	1	\$300	\$300
Testing	User Testing Stipends	10	\$50	\$500
Contingency	Unforeseen Expenses (5%)	-	-	\$800
Total Forecasted Expenses				\$17,110

Important Notes

- All costs are estimated values; actual expenses may differ.
- This forecast is based on current project scope and requirements.
- Line items should be reviewed and updated regularly as the project progresses.
- Contingency funds are included to account for unplanned expenditures.
- Accurate record-keeping and justification for each expense is crucial for accountability.