BUDGET ESTIMATE

PREPARED BY

Business name _____

Address _____

Phone / email _____

BUDGET DETAILS

Estimate no. _____

Date _____

Valid until _____

Prepared by _____

CLIENT AND PURPOSE

Client _____ Planned move _____

Purpose _____

MOVING AND SETUP

Category	Details	Qty	Unit	Unit cost	Budget

Moving subtotal

FURNITURE AND EQUIPMENT

Category	Details	Qty	Unit	Unit cost	Budget

Furniture subtotal

IT AND NETWORK

Category	Details	Qty	Unit	Unit cost	Budget

IT subtotal

Subtotal

Contingency (_____%)

Total budget

BUDGET NOTES

_____

_____

_____ _____ _____

Approved by (signature) Print name Date

This planning budget is based on the figures above and is valid until the date shown.