**SIMPLE COST BENEFIT ANALYSIS**

|  |  |
| --- | --- |
| Company Name | COST BENEFIT ANALYSIS |
| Street Address Line 1Street Address Line 2City, State and Zip |
| Web Address |
| Phone | Fax | Email | Date |
|  |  |  |  |
| PROPOSED PROJECT |
| Brief description of proposed project |

|  |  |  |
| --- | --- | --- |
| COSTS OFPROPOSEDPROJECT | CAPITAL COSTS |   |
| Building |   |
| Office Furniture |   |
| Office Equipment  |   |
| NON-RECURRING COSTS |   |
| Lawsuit |   |
| Write-Offs  |   |
| Theft  |   |
| RECURRING COSTS |   |
| Rent |   |
| Employee Salaries |   |
| Software Subscriptions |   |
| PURCHASE COSTS |   |
| Vendor Charges  |   |
| Shipping |   |
| Taxes  |   |
| **TOTAL COSTS** |  |

|  |  |  |
| --- | --- | --- |
| BENEFITSOF PROPOSED PROJECT | REVENUE |   |
| Asset Sales |   |
| Licensing |   |
| SAVINGS |   |
| Process improvement |   |
| Structural Changes |   |
| **TOTAL BENEFITS** |  |

|  |
| --- |
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