**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11874&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Cost+Benefit+Analysis-word-11874&lpa=Sample+Cost+Benefit+Analysis+word+11874)SIMPLE COST BENEFIT ANALYSIS**

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

|  |  |  |
| --- | --- | --- |
| COSTS  OF  PROPOSED  PROJECT | 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** |  |

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

|  |
| --- |
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