

# SAMPLE Cost Estimate and Description Form

Company and Project/Program Identification

Applicable Project/Program(s)	
Project/Program Location(s)	

**Itemized List**

Services/Goods to be Purchased	Estimated Cost	Basis for Estimate

Important notes, comments, or explanations about cost estimate methodology:

**Approved**

Executive Director's Name	Signature	Date:
Program Staff Name	Signature	Date:

Additional Information