

PROJECT BUDGET – WORKSHEET

INSTRUCTIONS:



Gather quotes (or estimate an amount) for each item in this worksheet. The more accurate you are at this stage, the more realistic your budget will be.

For more tips and an explanation of key terms – read *2.2 Creating Your Budget – Advice* on page 19 of this guide.

Item	Budgeted Amount	Actual
LEGAL & LEASE FEES		
1: Solicitors Fees		
2: Landlord Fees		
DESIGN COSTS		
3: Drawings / Interior Designer		
4: Building Certifier / Surveyor		
5: Engineers		
5A: Fire		
5B: Mechanical & HVAC		
5C: Electrical		
5D: Structural		
5E: Hydraulic		
5F: Plumbing		
OTHER FEES		
6: Project Management		
7: Regulatory Fees		
SUBTOTAL		

Item	Budgeted Amount	Actual
SUBTOTAL FROM PREVIOUS PAGE		
FITOUT COSTS		
8: Preliminaries		
9: Electrical & Communications		
10: Fire Services		
11: HVAC & Mechanical		
12: Hydraulics		
13: Building Control Systems		
14: Kitchen Exhaust		
15: Walls & Ceilings		
16: Painting		
17: Tiling		
18: Flooring		
19: Glazing		
20: Shopfront		
21: Joinery / Cabinetry / Stainless		
(POSSIBLE) DIRECT COSTS		
22: Signage		
23: Security System		
24: Displays & Racking		
25: Equipment		
26: Furniture		
OTHER COSTS		
27: Contingency		
28: Long service leave		
TOTAL		