

Estimated Project Cost Worksheet

What will you need to start or expand your business? The following list will help you identify the items you'll need including assets such as facility, furniture, fixtures and inventory as well as other expenses that you will incur before opening such as utility deposits, legal fees, advertising. If you already own some of the items needed or have cash to be used for the business, be sure to include those also as a lender will expect to see you contribute 20-30% of the total amount needed. You may find it helpful to attach an itemized list of the items in each category that comprise the total (particularly for furniture and equipment). You'll also want to include a cash reserve to support the business during the early months while you're building your sales. It is also helpful to include the source of your cost information (ie, utility company, vendor catalog, insurance agent, etc.)

One-Time Start-up Costs:

	Estimated cost	Already have (Equity)	Source of cost information
Land			
Building (initial rent or purchase)			
Utility Deposits			
Improvements/remodeling/signage			
Furniture			
Equipment			
Fixtures (shelving, etc.)			
Computer			
Cash register			
Telephone			
Vehicle			
Starting inventory			
Office supplies			
Advertising & promotion for opening			
Licenses & permits			
Legal & accounting			
Insurance			
Cash			
Other			
TOTALS			