



BUDGET PROPOSAL

ACME GLOBAL Company
(123) 123-4567
info@abccompany.com
797 Traction Street, Spartanburg, SC, 29302

Project Name/Title

Project Description

Project Start Date

Target Completion Date

Employee/Personnel Expenses

	Name	Position	Type	# of Hours	Hourly Rate (\$)	Amount (\$)
1						
2						
3						
4						
5						
6						

Total (\$)

Reason/Justification

Equipment, Materials, and Supplies

	Item Name/Description	Quantity	Price (\$)	Amount (\$)
1				
2				
3				
4				
5				
6				

Total (\$)

Reason/Justification

Travel Expenses

	Description	Travel Type	Mode	Needed Budget (\$)
1				
2				
3				
4				
5				
6				

Total (\$)

Reason/Justification

Events, Workshops, and Conferences Expenses

	Event Name/ Description	Location	Date	Amount (\$)
1				
2				
3				
4				
5				
6				

Total (\$)

Reason/Justification

Utilities, Rent, and Others

	Description	Amount (\$)
1		
2		
3		
4		
5		
6		

Total (\$)

Reason/Justification

Grand Total (\$)

Conditions

- This Budget Proposal is specially prepared for the _____ . It is not valid for any other legal/natural person or any other project or activity.
- This Budget Proposal is valid until the date of _____. Proposal approved after this date will not be considered as valid and binding. After this date, if the Client requests a new offer in writing, a new offer is submitted.
- This offer has been prepared in accordance with the information provided by the Client to the Company. The Company reserves the right to increase the price in case of any inaccuracy or deficiency in the information provided by the Client and in case of intolerable changes in the conditions that may affect the prices.
- With the approval of this budget proposal, these conditions are also deemed to have been accepted.

Prepared By

Client

As the date of _____, this Budget Proposal is approved.

Signature

Signature

Date Signed



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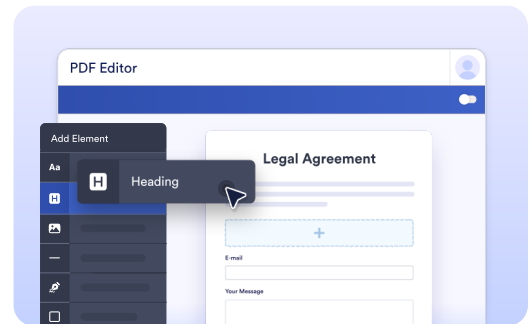
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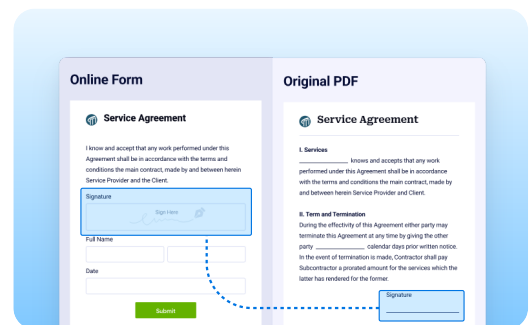
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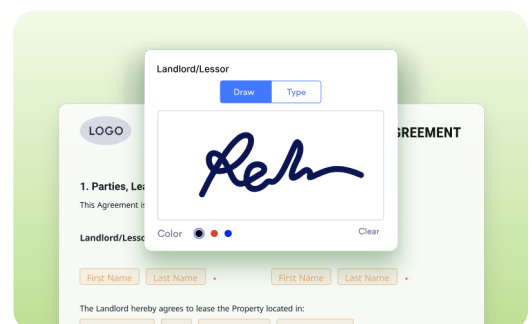
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