

Annual Operational Cost Planner for Offices

Office Information

Office Name

Address

Prepared By

Year

Estimated Annual Costs

Cost Category	Estimated Amount (USD)
Rent/Lease	
Utilities (Electricity, Water, Gas)	
Internet & Communication	
Cleaning & Maintenance	
Office Supplies	
Equipment & Furniture	
IT Services & Support	
Insurance	
Security	
Other (Specify)	
Total Estimated Cost	

Notes

This is a sample template for planning annual operational costs for office environments. Fill in estimations as per your office data.