

# Startup Office Cost Allocation Template

Category	Description	Allocated Amount	Responsibility
Rent	Monthly office space rent		
Utilities	Electricity, water, internet, etc.		
Office Supplies	Stationery, printer paper, etc.		
Equipment	Laptops, monitors, hardware		
Furniture	Desks, chairs, storage		
Cleaning	Janitorial services		
Insurance	Office insurance policy		
Other	Miscellaneous office costs		
<b>Total</b>			

## Notes:

- Allocate costs based on department, project, or team as needed.
- Update the template monthly to track actual expenses against budget.