

# Business Operational Cost Planning Form

Business Name

Planning Period

Prepared By

Notes 

Additional notes or information

## Operational Cost Breakdown

Cost Category	Description	Estimated Monthly Cost	Estimated Annual Cost
<input type="text" value="e.g. Rent"/>	<input type="text" value="e.g. Office space lease"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="e.g. Utilities"/>	<input type="text" value="e.g. Electricity, Water, Internet"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="e.g. Salaries"/>	<input type="text" value="e.g. Staff wages"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="e.g. Supplies"/>	<input type="text" value="e.g. Office supplies"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="e.g. Marketing"/>	<input type="text" value="e.g. Advertising campaigns"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>

Summary / Comments 

Summary of operational costs and other relevant information