

[YOUR COMPANY]  
[COMPANY EMAIL ADDRESS]  
[COMPANY CONTACT]

## PROJECT BUDGET

Description	Quantity	Price	Total
[Description]	0	USD 0/Day	USD 00,000
[Description]	0	USD 0/Day	USD 00,000
[Description]	0	USD 0/Day	USD 00,000
[Description]	0	USD 0/Day	USD 00,000
[Description]	0	USD 0/Day	USD 00,000
TOTAL			USD 00,000

### NOTES:-

1. Have a meeting to allocate a budget for the next projects.
2. Have all bill Statements photocopied and sent to the finance department head.