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| --- | --- | --- |
| **Cost Benefit Analysis Template** | | |
| Write Company Name Here - Write Company Location Here - Contact No - 111-222-3333 - [www.yourwebsitehere.com](http://www.yourwebsitehere.com) | | |
| **Cost benefit analysis for:** | | |
|  | | |
|  | | |
| **Cost benefit analysis prepared by:** | | |
|  | | |
|  | | |
| **Date of submission of the analysis:** | | |
|  | | |
| **Purpose of conduction the analysis: [the reason of conduction the analysis**  **or the objectives that the organization wants to achieve]:** | | |
| **Purpose: 1** | | |
|  | | |
|  | | |
| **Purpose: 2** | | |
|  | | |
|  | | |
| **Purpose: 3** | | |
|  | | |
|  | | |
| **Various cost types incurred**  **[details of various costs incurred]** | **Reason for incurring the cost [the exact output that the**  **organization wants to achieve by incurring that cost]** | |
|  |  | |
|  |  | |
|  |  | |
| **Alternative options : [the alternative options in which the cost can be incurred]** | | |
| **Alternative: 1** | | |
|  | | |
|  | | |
| **Alternative: 2** | | |
|  | | |
|  | | |
| **Alternative: 3** | | |
|  | | |
|  | | |
| **Conclusions:** | | **Signature:** |