



Relocation Budget Worksheet

In addition to the information you will gather from the above budget plan, use the following template for constructing a relocation budget. It will help you and stakeholders both gain an idea of the type of costs involved with moving a company. Modify this chart according to your specific needs.

Item	Expense (set)	Expense (optional)	Waive	Operating expense	Total budget	Actual expense	Balance
To Terminate Lease							
Legal							
Back rent							
New Building Lease or Contract							
Legal							
Accounting							
Taxes							
Permits							
Double rent							
Preparation of New Facility							
HVAC							
Electrical							
Network							
Server room							
Telephony							