

COPYWRITING PROJECT EXPENSE & OUTLAY

Project Name:
Date:
Client Name:
Project Manager:
Budget Limit:
Currency:

1. Content Creation & Copywriting Services

DESCRIPTION / RESOURCE	CATEGORY	ESTIMATED COST	ACTUAL COST	VARIANCE
Subtotal - Copywriting Services				

2. Software, Tools & Assets

DESCRIPTION / TOOL	CATEGORY	ESTIMATED COST	ACTUAL COST	VARIANCE
Subtotal - Tools & Assets				

3. Distribution, Promotion & Outlay

EXPENSE ITEM	CATEGORY	ESTIMATED COST	ACTUAL COST	VARIANCE
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Subtotal - Distribution & Outlay

Expense Summary

CATEGORY SUMMARY	TOTAL ESTIMATED	TOTAL ACTUAL	TOTAL VARIANCE
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1. Content Creation & Copywriting Services			
2. Software, Tools & Assets			

3. Distribution, Promotion & Outlay			
Grand Total			

Notes & Comments

Prepared By (Name & Signature)

Approved By (Name & Signature)