

SOFTWARE LOCALIZATION PROJECT EXPENSE REPORT

Detailed breakdown of development, translation, engineering, and QA expenses

Project Name:

Report Date:

Project Code / Cost Center:

Billing Period:

Source Language:

Target Language(s):

Project Lead / PM:

Currency:

Expense Item / Description	Category	Unit Rate / Cost	Quantity	Total Amount	Notes / Reference
1. Translation & Linguistic Services					
Translation / TEP (per word)	Linguistic				
Editing / Proofreading (hourly)	Linguistic				
Machine Translation Post-Editing (MTPE)	Linguistic				
Glossary & Terminology Creation	Linguistic				
2. Engineering & Development					
File Preparation & Parsing	Engineering				
Software Build & Compilation Services	Engineering				
Pseudolocalization Testing	Engineering				
3. Quality Assurance & Testing					
Linguistic QA (LQA)	QA				
Functional & UI Testing	QA				

Expense Item / Description	Category	Unit Rate / Cost	Quantity	Total Amount	Notes / Reference
Localization Bug Fixing	QA				
4. Project Management & Administration					
Localization PM Hours	Management				
TMS & Tool Licensing (Project Allocated)	Infrastructure				
5. Miscellaneous Expenses					
Multimedia / Voiceover / Subtitling	Multimedia				
Marketing / App Store Metadata Prep	Marketing				
				Linguistic Subtotal	
				Engineering & QA Subtotal	
				Management & Misc Subtotal	
				TOTAL PROJECT EXPENSE	

Prepared By (Localization Lead / PM)

Date:

Approved By (Budget Owner / Sponsor)

Date: