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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:** |
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| **Purpose of conduction the analysis:**  **[the reason of conduction the analysis or the objectives that the organization wants to achieve]:** | | | | |
| **Purpose: 1** | | **Purpose: 2** | | |
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| **Purpose: 3** | | **Purpose: 4** | | |
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| **Purpose: 5** | | **Purpose: 6** | | |
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| **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]** | | |
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| **Alternative options : [the alternative options in which the cost can be incurred]** | | | | |
| **Alternative: 1** | | **Alternative: 2** | | |
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| **Alternative: 3** | | **Alternative: 4** | | |
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| **Alternative: 5** | | **Alternative:** | | |
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| **Conclusions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |