



# PROPOSAL KIT SAMPLE

## SAMPLE ESTIMATE PACK DOCUMENT

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Estimate Pack is a set of pre-designed spreadsheets for estimating a variety of projects. The collection as a whole will meet many of your needs.

The spreadsheets are designed to facilitate fast and easy calculations for project estimates. These estimates can then be fine-tuned over time to become more and more accurate.



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## Company - Expense Report Form

Name: \_\_\_\_\_

Activity: \_\_\_\_\_ Project: \_\_\_\_\_  
 Nonbillable: \_\_\_\_\_ Date: \_\_\_\_\_

For office use - or place a logo

If an exchange rate is involved, please record the rate used on your receipts.

Date	Hotel & Airfare	Car Rental, Taxi and Parking	Meals & Entertainment	Communications	Assets	Services	Other	Total	Description of Expense	Notes
Totals										

Subtotal Travel          Subtotal M&E          Subtotal Communications          \_\_\_\_\_          Subtotal Misc.          \_\_\_\_\_

Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

Approval \_\_\_\_\_

Date Approved \_\_\_\_\_

This estimate document is only included in the [Proposal Kit Professional](#) product.

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