Office Renovation Cost Approval

Project Information

Project Name										
Location										
Requested By										
Date of Reque	est									
Department										
Renovat	ion Details									
Description of	Work									
Reason for Re	enovation									
Cost Breakdown										
Item	Description	Quantity	Unit Cost	Total						
			To	tal Cost						
Approva	al									
Prepared by										
Date										
Approved by										
Date										

Remarks				