

Cost-Benefit Analysis Worksheet

Company Name:

Project Name or Decision:

Project Description:

COSTS

Description	One-Time Costs (\$)	Recurring Costs (\$/year)	Notes
TOTAL COSTS			

BENEFITS

Description	One-Time Benefits (\$)	Recurring Benefits (\$/year)	Notes
TOTAL BENEFITS			

Net Benefits

	One-Time (\$)	Recurring (\$/year)
Total Costs		
Total Benefits		
Net Benefit/Cost		

Additional Notes: