

Startup Cost Template

This template will help you systematically organize and estimate the costs involved in starting your business, allowing for better financial planning and management.

Business Name: _____

Date: _____

1. One-Time Costs

Expense Category	Estimated Cost	Actual Cost	Notes
Legal and Licensing			
- Business Registration	£ _____	£ _____	
- Licenses and Permits	£ _____	£ _____	
- Legal Fees	£ _____	£ _____	
Office/Workspace			
- Lease Deposit	£ _____	£ _____	
- Renovations	£ _____	£ _____	
- Furniture and Equipment	£ _____	£ _____	
Technology			
- Computers and Software	£ _____	£ _____	
- Website Development	£ _____	£ _____	
- IT Setup	£ _____	£ _____	
Marketing and Advertising			
- Branding (Logo, Design)	£ _____	£ _____	
- Initial Marketing Campaign	£ _____	£ _____	
Inventory/Supplies			
- Initial Stock	£ _____	£ _____	
- Office Supplies	£ _____	£ _____	
Miscellaneous			

Expense Category	Estimated Cost	Actual Cost	Notes
- Miscellaneous Costs	£ _____	£ _____	
Contingency Fund	£ _____	£ _____	
 Total One-Time Costs 	£ _____	£ _____	

2. Ongoing Monthly Costs

Expense Category	Estimated Cost	Actual Cost	Notes
Rent	£ _____	£ _____	
Utilities	£ _____	£ _____	
Salaries and Wages			
- Staff Salaries	£ _____	£ _____	
- Benefits and Taxes	£ _____	£ _____	
Marketing	£ _____	£ _____	
Insurance	£ _____	£ _____	
Office Supplies	£ _____	£ _____	
Technology			
- Software Subscriptions	£ _____	£ _____	
- IT Support	£ _____	£ _____	
Miscellaneous	£ _____	£ _____	
Total Monthly Costs	£ _____	£ _____	

3. Total Initial Funding Needed

Description	Amount
Total One-Time Costs	£ _____
First 3 Months of Ongoing Costs	£ _____
Contingency Fund	£ _____
Total Funding Needed	£ _____

Notes:

- Ensure to include any other specific costs relevant to your business.
- Regularly update the actual costs as they are incurred to maintain an accurate budget.
- Adjust the contingency fund based on the risk and uncertainties associated with your startup.