[Your company name]

Client Cost Report

Monthly report of budget, committed cost, forecast and variance

Project	
Client	
Report number	
Period end	
Prepared by	

Cost heading	Approved budget	Approved changes	Current budget	Committed to date	Forecast final cost	Variance to budget	Comment
Preliminaries							
Substructure							
Frame and upper floors							
Envelope							
Internal finishes							
Mechanical and electrical							
External works							
Fees							
Risk and contingency							
Other							
Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	

Key risks and opportunities

Item	Value	Likelihood	Action				

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.

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How to use this report

Set the approved budget under each cost heading and add approved changes as they are agreed.

Enter committed cost and your forecast final cost. Variance shows the headroom against budget.

Explain any movement since the last report in the comment column.

List the risks and opportunities the client should know about, with a value and action.

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