

## Sample Cost estimate checklist

Item to purchase	Number and Estimated Cost
<b>New hardware (ex. computers, server, barcode scanners, other)</b>	Computers: Number _____ Cost per unit: _____  Other hardware: Number: _____ Cost per unit: _____
<b>New software</b>	Software program(s): _____ Cost: _____
<b>Networking costs</b>	Describe upgrade to network/install new network Cost: _____
<b>Data conversion (will conversion be done in house or contracted out?)</b>	Hours: _____ Cost if by staff: _____  Cost if by vendor: _____
<b>Barcodes</b>	Item _____  Patron _____
<b>Library cards</b>	Number: _____ Cost per unit: _____
<b>Supplies (ex. paper, toner, etc.)</b>	List each with cost
<b>Ongoing costs (ex. annual subscription and/or maintenance fees, utilities, internet access, etc.)</b>	List each with cost
<b>Training</b>	Training for staff (hours): _____ Cost: _____