

Architectural Project Budget Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Budget Summary for [Project Name]

Project Overview

Project Name: [Project Name]

Location: [Project Location]

Architectural Firm: [Your Firm Name]

Budget Summary

| Description | Estimated Cost | Actual Cost | Variance |
|------------------|--------------------|-----------------|--------------|
| Site Preparation | [\$Estimated Cost] | [\$Actual Cost] | [\$Variance] |
| Materials | [\$Estimated Cost] | [\$Actual Cost] | [\$Variance] |
| Labor | [\$Estimated Cost] | [\$Actual Cost] | [\$Variance] |
| Permits and Fees | [\$Estimated Cost] | [\$Actual Cost] | [\$Variance] |
| Contingency | [\$Estimated Cost] | [\$Actual Cost] | [\$Variance] |

Total Budget

Estimated Total: \$[Total Estimated]

Actual Total: \$[Total Actual]

Overall Variance: \$[Overall Variance]

Comments

[Any additional comments or notes]

Thank you for your attention to this budget summary.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]