Annex 1 – Example budget and payment schedule template

**Example budget template**

|  |  |  |  |
| --- | --- | --- | --- |
| Team member | Day rate ($) | Person days | Total ($) |
| **Phase 1 – Scope confirmation** | | **4** | **2,300** |
| Jane Smith | 800 | 1 | 800 |
| John Smith | 500 | 3 | 1,500 |
| **Phase 2 - …** |  |  |  |
| Name… |  |  |  |
| … |  |  |  |
| **Total** | | | **20,000** |
|  |  |  |  |

**Example payment schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Date | Percentage | Amount ($) |
| Acceptance of scope  confirmation document | 15.7.2024 | 10% | 2,000 |
| … |  |  |  |