

# WORKSHOP COST ANALYSIS SUMMARY

AGENCY / WORKSHOP: \_\_\_\_\_ PREPARER: \_\_\_\_\_ DATE: \_\_\_\_\_ PAGE \_\_\_\_ OF \_\_\_\_  
 COMMODITY: \_\_\_\_\_ I.D. #: \_\_\_\_\_ REVISION #: \_\_\_\_\_  
 DESCRIPTION: \_\_\_\_\_  
 SPECIFICATION PROVIDED?: \_\_\_\_ YES \_\_\_\_ NO  
 SPECIFICATION #: \_\_\_\_\_ DRAWING PROVIDED?: \_\_\_\_ YES \_\_\_\_ NO  
 COMMENT: \_\_\_\_\_

STANDARD UNIT OF ISSUE: \_\_\_\_\_ PRICING UNIT: \_\_\_\_\_ ALL COSTS BELOW ARE PER  
 THE FOLLOWING UNITS: \_\_\_\_\_

DESCRIPTION OF PACKING AND PACKAGING: \_\_\_\_\_  
 INCLUDE UNITS PER INTERMEDIATE \_\_\_\_\_  
 AND SHIPPING CONTAINERS: \_\_\_\_\_

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TOTAL MATERIAL COST (From MATERIAL COST SHEET): \$ \_\_\_\_\_  
 TOTAL DIRECT LABOR COST (From DIRECT LABOR COST SHEET) \$ \_\_\_\_\_  
 FACTORY OVERHEAD:

SUPERVISION & FLOORWORK (\_\_\_\_% of DIRECT LABOR OR \$ \_\_\_\_\_ per unit) \$ \_\_\_\_\_  
 FACTORY OVERHEAD (% of DIRECT LABOR or \$ \_\_\_\_\_ per unit) \$ \_\_\_\_\_  
 AMORTIZATION OF NEW EQUIPMENT (\$ \_\_\_\_\_ over \_\_\_\_\_ units per year for \_\_\_\_\_ years) \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 TOTAL FACTORY OVERHEAD COST PER UNIT: \$ \_\_\_\_\_

TOTAL FACTORY COST \$ \_\_\_\_\_

OTHER COST:  
 GENERAL & ADMINISTRATIVE (\_\_\_\_% of Direct Labor OR \$ \_\_\_\_\_ per Unit) \$ \_\_\_\_\_  
 CONTRACT ADMINISTRATION (\_\_\_\_% of Selling Price of \$ \_\_\_\_\_ per \_\_\_\_\_) \$ \_\_\_\_\_  
 OUTBOUND FREIGHT (\$ \_\_\_\_\_ per Unit based on \_\_\_\_\_ lbs. per shipping ctn.) \$ \_\_\_\_\_  
 SELLING COSTS (\$ \_\_\_\_\_ per Unit) \$ \_\_\_\_\_  
 TOTAL OTHER COSTS PER UNIT: \$ \_\_\_\_\_

**WORKSHOP COST ANALYSIS  
DIRECT LABOR COST**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

AGENCY / WORKSHOP: \_\_\_\_\_ PREPARER: \_\_\_\_\_ DATE: \_\_\_\_\_ REVISION #: \_\_\_\_\_  
 COMMODITY: \_\_\_\_\_ I.D. #: \_\_\_\_\_  
 DESCRIPTION: \_\_\_\_\_  
 COMMENT: \_\_\_\_\_

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<u>OPERATION NUMBER</u>	<u>OPERATION</u>	<u>UNITS * PER HOUR</u>	<u>WAGE RATE</u>	<u>COST PER UNIT</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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\* Provide Time Studies  
As Appropriate

TOTAL DIRECT LABOR COST: \_\_\_\_\_  
 AVERAGE WAGE RATE \$ \_\_\_\_\_ PER HOUR

**WORKSHOP COST ANALYSIS  
MATERIAL COST**

AGENCY / WORKSHOP: \_\_\_\_\_ PREPARER: \_\_\_\_\_ DATE: \_\_\_\_\_ REVISION #: \_\_\_\_\_  
 COMMODITY: \_\_\_\_\_ I.D #: \_\_\_\_\_  
 DESCRIPTION: \_\_\_\_\_  
 COMMENT: \_\_\_\_\_

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(A) COMPONENT/ MATERIAL #:	(B) COMPONENT OR MATERIAL *	(C) QUANTITY PER UNIT	(D) PRICE	(E) COST PER UNIT (C X D)	VERIFICATION CODE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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INBOUND FREIGHT (IF NOT INCLUDED)      \$ \_\_\_\_\_

SUBTOTAL MATERIAL COSTS                              \$ \_\_\_\_\_

MANUFACTURING LOSS ( \_\_\_\_\_ % of Material Cost)      \$ \_\_\_\_\_

TOTAL MATERIAL COST                                      \$ \_\_\_\_\_

E = Estimate  
 P = Phone Quote  
 B = Bid Quote  
 R = Recent invoice copy

\* Provide Bid Copy for Major Commodities