

○○○(Office)
Basic Data Table

1、Direct Cost

1.Labor: Assuming 240 working hours a month, there are 2,880 working hours a year. Annual salary includes the base pay, attendance and performance bonus, totaling 14.5 months (each agency will adjust according to actual pay)

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

2.Materials: Consumables And Non-Consumables

- (1)
- (2)

3.Equipment

- (1)
- (2)

4.Utilities

5.Others

- (1)
- (2)

2、Indirect Cost

1.Labor:Administrative handling, including mail handling and typists

2.Equipment: Computers, Computer Software And Hardware

3.Others

3、Other Factors