

## CHECKLIST TO ASSIST WITH PREPARATION OF EQUIPMENT RATES

- What types of equipment/machinery am I submitting costs for?
- Will the equipment be used throughout the contract term, or for a certain number of hours?
- Do I have information in relation to all the costs?
  - Direct Costs
    - Hourly rate/cost to use the equipment
  - Variable Costs
    - Gas or other items consumed with use of equipment
    - Maintenance or Cleaning if changes with use of equipment
  - Fixed Costs(as applicable)
    - Rent/Lease (offices)
    - Utilities (Phone/Electric etc.)
    - Lease (If any)
    - Licenses (if applicable)
    - Internet
    - Maintenance (offices)
    - Insurances
    - Gas/Travel (related to administrative)
    - Other
- Do I have other costs related to the equipment?