

CapEx Justification Report for Business Expansion

1. Executive Summary

[Briefly summarize the purpose of this report, the requested capital expenditure, and the expected benefits of the business expansion.]

2. Project Description

[Describe the expansion project, what assets or investments will be required, and how it aligns with business objectives.]

3. Justification & Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

[Explain the rationale behind the proposed investment and how it supports strategic goals.]

4. Financial Analysis

Item	Estimated Cost
[Asset/Equipment 1]	[Amount]
[Asset/Equipment 2]	[Amount]
Total	[Total Amount]

[Include summary of ROI, payback period, or other financial metrics where relevant.]

5. Project Timeline

- [Milestone 1]: [Date]
- [Milestone 2]: [Date]
- [Milestone 3]: [Date]

6. Risk Assessment

- [Risk 1]: [Mitigation measures]
- [Risk 2]: [Mitigation measures]

7. Conclusion & Recommendation

[Summarize findings and recommend whether to approve the CapEx request.]

8. Approvals

Name	Title	Signature	Date
[Name 1]	[Title]		
[Name 2]	[Title]		