



Profit and Loss Worksheet

Sales:

Gross Sales \$ _____

Expenses:

Accounting	\$ _____	Parking Fees and Tolls	\$ _____
Advertising	\$ _____	Permits and Fees	\$ _____
Automobile/Truck Expenses	\$ _____	Postage	\$ _____
Bank Charges	\$ _____	Printing	\$ _____
Commissions	\$ _____	Repairs and Maintenance	\$ _____
Computer Services & Supplies	\$ _____	Rents	\$ _____
Dues and Subscriptions	\$ _____	Supplies	\$ _____
Equipment Rent	\$ _____	Taxes and Licenses	\$ _____
Gifts	\$ _____	Telephone	\$ _____
Independent Contractors	\$ _____	Tools	\$ _____
Insurance	\$ _____	Training/Continuing Education	\$ _____
Interest	\$ _____	Travel	\$ _____
Janitorial	\$ _____	Uniforms	\$ _____
Laundry and Cleaning	\$ _____	Utilities	\$ _____
Legal and Professional	\$ _____	Other Expenses:	
Meals and Entertainment	\$ _____	_____	\$ _____
Miscellaneous	\$ _____	_____	\$ _____
Office Expense	\$ _____	_____	\$ _____

Automobile Expenses:

Year/Make/Model	_____	Business Miles	_____ mi
Purchase Date	_____	Commuting Miles	_____ mi
		Total Miles	_____ mi

Year/Make/Model	_____	Business Miles	_____ mi
Purchase Date	_____	Commuting Miles	_____ mi
		Total Miles	_____ mi

Home Office Expenses:

**must be used exclusively and regularly as your principal place of business*

Sq Ft of Residence	_____ sq ft	Rent	\$ _____
Sq Ft of Office Area	_____ sq ft	Utilities	\$ _____
Sq Ft of Storage Area	_____ sq ft	Insurance	\$ _____
		Repairs and Maintenance	\$ _____
		Other (HOA Fees, etc)	\$ _____