

Monthly Business Expense Worksheet

| Expense | Estimated Monthly Cost | x 12 |
|--|-------------------------------|-------------|
| Rent | \$ _____ | \$ _____ |
| Utilities | \$ _____ | \$ _____ |
| Telephone | \$ _____ | \$ _____ |
| Bank Fees | \$ _____ | \$ _____ |
| Supplies | \$ _____ | \$ _____ |
| Stationery and Business Cards | \$ _____ | \$ _____ |
| Insurance | \$ _____ | \$ _____ |
| Networking Club and Professional Society Dues | \$ _____ | \$ _____ |
| Education (e.g., seminars, books, professional journals) | \$ _____ | \$ _____ |
| Business Car (e.g., payments, gas, repairs, insurance) | \$ _____ | \$ _____ |
| Marketing | \$ _____ | \$ _____ |
| Postage | \$ _____ | \$ _____ |
| Entertainment | \$ _____ | \$ _____ |
| Repair, Cleaning, Maintenance and Laundry | \$ _____ | \$ _____ |
| Travel | \$ _____ | \$ _____ |
| Business Loan Payments | \$ _____ | \$ _____ |
| Licenses and Permits | \$ _____ | \$ _____ |
| Salary/Draw* | \$ _____ | \$ _____ |
| Staff Salaries/Payroll Expenses | \$ _____ | \$ _____ |
| Taxes | \$ _____ | \$ _____ |
| Professional Fees | \$ _____ | \$ _____ |
| Decorations | \$ _____ | \$ _____ |
| Furniture and Fixtures | \$ _____ | \$ _____ |
| Equipment | \$ _____ | \$ _____ |
| Inventory | \$ _____ | \$ _____ |
| Other | \$ _____ | \$ _____ |
| TOTAL monthly | \$ _____ | |
| TOTAL YEARLY | | \$ _____ |

**In most instances it's not wise or appropriate to take draw for the first 6-12 months.*