

BUSINESS INCOME & EXPENSE WORKSHEET

Name of Business _____ Type of Business _____

Address of Business _____ EIN # _____

Income:

Sales _____
 Services _____
 Commissions _____
 Other _____

Cost of Sales:

Beginning Inventory _____
 Purchases _____
 Personal Use Inventory _____
 Cost of Labor _____

Materials & Supplies _____
 Freight & Shipping _____
 Other Costs _____
 Ending Inventory _____

Expenses:

Accounting _____
 Advertising _____
 Answering Service _____
 Auto/Truck _____
 Bank Charges _____
 Commissions _____
 Contract Labor _____
 Dues & Publications _____
 Gifts _____
 Insurance _____
 Interest _____
 Janitorial _____
 Laundry & Cleaning _____
 Legal & Professional _____
 Maintenance & Repair _____
 Meals & Entertainment _____
 Office Supplies _____
 Postage _____
 Outside Services _____

Parking & Tolls _____
 Printing _____
 Rent (Equipment) _____
 Rent (Bldg/Land) _____
 Security _____
 Taxes _____
 Telephone _____
 Tools (Small) _____
 Travel (w/o meals) _____
 Uniforms _____
 Utilities _____
 Wages _____
 Other _____
 Other _____
 Other _____
 Other _____
 Other _____
 Other _____
 Other _____

Total Miles Driven on Vehicle #1 _____

Business Miles Driven on Vehicle #1 _____

Total Miles Driven on Vehicle #2 _____

Business Miles Driven on Vehicle #2 _____