

PROFIT AND LOSS STATEMENT

Profit & Loss Statement for:	Company Name:
Today's Date: ____ / ____ / ____	Beginning Date: ____ / ____ / ____ Ending Date: ____ / ____ / ____

1. Gross Receipts	
Sales Revenue	
Service Revenue	
Interest Revenue	
Other	
Other	
Total Gross Receipts	

2. Expenses	
Advertising	
Automobile (Gas, repairs, loan, etc.)	
Bank fees (Transaction fees, overdraft fees, etc.)	
Business Taxes (Sales, Employment, etc.)	
Commissions	
Contract Labor	
Delivery/Freight Expense	
Depreciation	
Insurance	
Interest	
Legal & Professional Fees	
License/Professional Education (C.E., Seminars, Subscriptions)	
Maintenance and Repairs	
Meals	
Mortgage/Loan Payments	
Office Supplies	
Rent/Lease (Business Facilities & Equipment)	
Postage & Shipping	
Subscription Services (Magazines, software, etc.)	
Travel	
Wages	
Utilities/Telephone Expenses (Internet, Business Cell, etc.)	
Misc. Fees	
Other Expenses:	
Total Expenses	

Income tax expense	
3. Net Profit (Loss) (Total gross receipts minus Total expenses)	