

Overhead Expenses - Monthly

Estimate your average monthly overhead expenses:

Item:

- Rent _____
- Utilities _____
- Phone Charges _____

- Salaries _____
- Payroll (taxes, payroll services, etc) _____
- Benefits (health insurance, 401k, etc.) _____
- Independent Contract Labor _____

- Equipment Lease/purchase _____
- Equipment Maintenance and Repairs _____
- Equipment Depreciation _____

- Office Supplies _____
- Postage _____
- Shipping/Courier Services _____

- Licenses and Permits _____
- Legal Fees _____
- Accounting and Professional Services _____
- Consulting and Coaching Fees _____
- Membership and Subscription Dues _____
- Business Insurance _____

- Bank Charges _____
- Credit Card Vendor's Charges _____
- Loan Repayment (principal and interest) _____
- Bad Debt/Collection Fees _____

- Travel _____
- Entertainment _____
- Auto Expenses _____

- Research and Development _____

- Marketing: _____
- _____
- _____
- _____
- _____
- _____

- Misc. _____

TOTAL _____