

SMALL BUSINESS INCOME AND EXPENSES TEMPLATE

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INCOME AND EXPENSES

COMPANY NAME

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STATEMENT REPORTING PERIOD

STARTING DATE	ENDING DATE
to	

REVENUE

Including deductions for returns and discounts

Sales Revenue	
Other Revenue	
GROSS REVENUE	

COST OF GOODS SOLD

COGS	
TOTAL COGS	

GROSS PROFIT

*Gross Revenue
minus COGS*

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EXPENSES

Wages and Benefits	
Rent / Mortgage	
Utilities	
Office Supplies	
Internet & Phone	
Travel	
Insurance	
Interest	
Depreciation	
Taxes	
Other Expenses	
TOTAL EXPENSES	

NET INCOME

Gross Profit minus Total Expenses

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