|  |
| --- |
| **Business Income and Expenses Spreadsheet** |
|
|  |  |  |  |  |  |  |  |
| **[Company Name]** |  |  |  |  |  |
| [Redmond, Washington, 98502] |
| [USA] |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Income:** | **Total** | **January** | **February** | **March** | **1st Quarter** | **April** | **May** |
| Income 1 | $27,650.00 | $5,000.00 | $5,500.00 | $6,650.00 | $17,150.00 | $4,500.00 | $6,000.00 |
| Income 2 | $22,000.00 | $5,000.00 | $2,550.00 | $4,450.00 | $12,000.00 | $5,500.00 | $4,500.00 |
| Income 3 | $25,350.00 | $7,000.00 | $8,000.00 | $4,000.00 | $19,000.00 | $3,000.00 | $3,350.00 |
| Income 4 | $29,300.00 | $5,000.00 | $5,500.00 | $6,650.00 | $17,150.00 | $5,500.00 | $6,650.00 |
| Income 5 | $20,000.00 | $4,000.00 | $4,550.00 | $4,450.00 | $13,000.00 | $2,550.00 | $4,450.00 |
|  |   |
| **Expenses:** | **Total** | **January** | **February** | **March** | **1st Quarter** | **April** | **May** |
| Advertising | $14,300.00 | $1,000.00 | $1,800.00 | $4,500.00 | $7,300.00 | $5,500.00 | $1,500.00 |
| Bad Debts | $3,400.00 | $550.00 | $1,000.00 | $650.00 | $2,200.00 | $550.00 | $650.00 |
| Fees | $16,500.00 | $5,000.00 | $2,500.00 | $3,000.00 | $10,500.00 | $1,000.00 | $5,000.00 |
| Depletion | $9,400.00 | $450.00 | $4,500.00 | $2,000.00 | $6,950.00 | $450.00 | $2,000.00 |
| Rent / Lease | $2,880.00 | $650.00 | $680.00 | $450.00 | $1,780.00 | $650.00 | $450.00 |
| Insurance | $10,100.00 | $2,000.00 | $5,000.00 | $550.00 | $7,550.00 | $2,000.00 | $550.00 |
| Services | $8,980.00 | $440.00 | $4,500.00 | $1,800.00 | $6,740.00 | $440.00 | $1,800.00 |
| Office Expenses | $5,800.00 | $650.00 | $1,500.00 | $1,500.00 | $3,650.00 | $650.00 | $1,500.00 |







**To Use This Document**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

