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PROFIT AND LOSS STATEMENT

BUSINESS	PERIOD	BASIS (CASH / ACCRUAL)	PREPARED BY

Revenue

Item	Notes	Amount
Sales of products		
Sales of services		
Returns and allowances (enter as negative)		
Other income (interest, refunds, grants)		
Total revenue		

Cost of goods sold (leave blank for service businesses)

Item	Notes	Amount
Opening inventory		
Purchases and materials		
Direct labor (production)		
Freight-in and packaging		
Less closing inventory (enter as negative)		
Total cost of goods sold		

Operating expenses

Category	Notes	Amount
Advertising and marketing		
Car and truck expenses		
Contract labor / subcontractors		
Insurance (other than health)		
Interest (business loans, cards)		
Legal and professional services		
Office expense and supplies		
Rent or lease (property, equipment)		
Repairs and maintenance		
Software and subscriptions		
Taxes and licenses		
Travel		
Meals (50% deductible)		
Utilities, phone, internet		
Wages and payroll taxes		
Bank and merchant fees		
Depreciation		
Other expenses		
Total operating expenses		

Gross profit (revenue - COGS)	
NET PROFIT (LOSS)	
Net profit margin (%)	