

# Estimating Your Expenses- for Service Professionals

**COMPANY NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Variable Expenses:	Monthly	Quarterly	Annual
Advertising	\$	\$	\$
Automobile	\$	\$	\$
Credit Card Fees	\$	\$	\$
Payroll Taxes	\$	\$	\$
Salaries	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
Fixed Expenses:			
Advertising/Marketing	\$	\$	\$
Automobile	\$	\$	\$
Bank and Credit Card Fees	\$	\$	\$
Child care	\$	\$	\$
Conference/Convention	\$	\$	\$
Dues/Memberships	\$	\$	\$
Education & Training	\$	\$	\$
Insurance	\$	\$	\$
Interest	\$	\$	\$
Legal and Accounting	\$	\$	\$
Licenses/Certifications	\$	\$	\$
Meals and Entertainment	\$	\$	\$
Office Equipment	\$	\$	\$
Office Supplies	\$	\$	\$
Printing	\$	\$	\$
Rent/Lease	\$	\$	\$
Supplies	\$	\$	\$
Travel	\$	\$	\$
Utilities	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
_____	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$

Please note: These are general guidelines. You should consult with a qualified accounting professional regarding your individual situation.