

Service Business Income Expense Report

Business Activity

		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Income	收入													
Cost of Services / Good Sold														
Cost of Services	服务成本													
Cost of Goods Sold	货物成本													
Custom & Duty	海关费用													
Freight In	运输费用													
Total COS/COGS	总成本													
Gross Profit	毛利润													
Expense														
Accounting	会计													
Advertising	广告费													
Auto														
Fuel	车油费													
Maintenance & Repairs	维护修理费用													
Vehicle Insurance	车保险													
Business Miles	业务里程													
All Miles	全部里程													
Bank fees	银行费用													
Computer & internet	电脑网络费用													
Commissions	介绍费													
Equipment Leasing	租赁费用													
Dues & Subscriptions	订阅费用													
Interest Expense	利息费用													
Insurance														
General Liability	商业保险													
Health Insurance	健康保险													
Worker's Comp	劳工保险													
Legal and Professional Fees														
License and Permits	执照费													
Meal & Entertainment	吃饭娱乐费用													
Merchant Fee	商业费													
Miscellaneous	杂费													
Office Expense	办公费用													
Payroll Tax	薪资税													
Postage	邮票费用													
Pest Control	除虫费													
Rent	房租													
Repairs & Maintance	修理维护费													
Supplies	供给													
Training & Education	训练费用													
Telephone	电话													
Utilities	水, 电, 煤, 垃圾													
Wages and Salaries	人工													
Other expense	其他													
Total Expense														
Net Income	净利润													

Service Business Income Expense Report

	OFFICE IN HOME - EXCLUSIVE USE OF SPACE						office
	home			total SqFt			
	Mortgage Interest	Real estate tax	Insurance	Maintenance	Utilities	Home Owner Assn Dues	other
JAN							
FEB							
MAR							
APR							
MAY							
JUN							
JUL							
AUG							
SEP							
OCT							
NOV							
DEC							
Totals							

Beginning Inventory	
+ Purchase	
- Ending Inventory	
= Cost of good Sold	