

Quarterly Income and Expense Sheet

For Service Businesses

Category

Q1

Q2

Q3

Q4

Annual Total

INCOME

Service Revenue

Other Income

Total Income

EXPENSES

Salaries & Wages

Employee Benefits

Rent

Utilities

Office Supplies

Equipment Expenses

Marketing/Advertising

Professional Fees

Insurance

Travel & Meals

Other Expenses

Total Expenses

Net Income (Loss)

Prepared by: _____ Date: _____