

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: _____