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| **SMALL BUSINESS INCOME AND EXPENSES TEMPLATE** |
|  |  |  |  | INCOME AND EXPENSES |  |  |
| COMPANY NAME |  | STATEMENT REPORTING PERIOD |  |  |
|   |  | STARTING DATE |   | ENDING DATE |  |  |
|  |  | to |  |  |  |
|   |   |   |   |   |   |   |   |  |
| REVENUE |  |  |  | EXPENSES |  |  |
| *Including deductions for returns and discounts* |   | Wages and Benefits |  |  |  |
| Sales Revenue |  |   | Rent / Mortgage |  |   |  |
| Other Revenue |  |   | Utilities |  |  |  |
| **GROSS REVENUE** |  |   | Office Supplies |  |   |  |
|  |  |  |   | Internet & Phone |  |   |  |
|  |  |  |   | Travel |  |   |  |
| COST OF GOODS SOLD |   | Insurance |  |   |  |
| COGS |  |   | Interest |  |   |  |
| **TOTAL COGS** |  |   | Depreciation |  |   |  |
|  |  |  |   | Taxes |  |   |  |
|  |  | GROSS PROFIT |   | Other Expenses |  |   |  |
| *Gross Revenue minus COGS* |  |   | **TOTAL EXPENSES** |  |  |  |
|  |  |  |  |  |  |  |   |  |
|  |  |   |  |   |   | NET INCOME |   |  |
|  |  |  |  | *Gross Profit minus Total Expenses* |  |   |  |

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