# Profit and loss statement template

Fill in income and expenses for the period. Shaded rows are totals.

**Business name** _____ **Period covered (from and to)** _____

| LINE ITEM | THIS PERIOD | SAME PERIOD LAST YEAR |
|---|---|---|
| **INCOME** | | |
| Sales of products | | |
| Sales of services | | |
| Other income | | |
| **Total income** | | |
| **COST OF GOODS SOLD** | | |
| Materials and inventory used | | |
| Direct labor | | |
| Shipping and freight in | | |
| **Total cost of goods sold** | | |
| **Gross profit** | | |
| Gross margin | | |
| **OPERATING EXPENSES** | | |
| Advertising and marketing | | |
| Bank and card fees | | |
| Contractors | | |
| Insurance | | |
| Meals (business) | | |
| Office supplies and software | | |
| Payroll: wages | | |
| Payroll: employer taxes and benefits | | |
| Professional fees | | |
| Rent | | |
| Repairs and maintenance | | |
| Travel | | |
| Utilities and phone | | |
| Vehicle and mileage | | |
| Other expenses | | |
| **Total operating expenses** | | |
| **Operating profit** | | |
| **OTHER ITEMS** | | |
| Interest expense | | |
| Depreciation | | |
| **Total other items** | | |
| **Net profit** | | |
| Net margin | | |

Fillable PDF: click a cell to type, then save or print. Shaded cells are totals. The Excel version on eminenttax.com adds them up for you.



General information, not tax advice for your situation.