# Overhead Costs Sheet

*List the monthly expenses you incur regardless of what your monthly sales. Customize this sheet to meet your individual needs. Also called “Fixed Costs”.*

|  |  |
| --- | --- |
| Monthly Expenses |   |
| Rent |   |
| Utilities |   |
| Phone/internet |   |
| Gas/Electric |   |
| Water |   |
| Garbage |   |
| Automobile (for work) |   |
| Gas |   |
| Insurance |   |
| Maintenance/repair |   |
| Home/renters insurance |   |
| Health insurance |   |
| Loan payment |   |
| Taxes  |   |
| Promotion |  |
| Professional fees (legal or accounting) |  |
| Office Supplies |   |
| Repair / Maintenance |   |
| Misc. expense |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total expenses |   |