# 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 |  |