



Monthly Budget

Net revenue: \$ _____

Personnel Expenses

Wages: \$ _____

Benefits: \$ _____

Commission: \$ _____

TOTAL PERSONNEL: \$ _____



Operating Expenses

Inventory: \$ _____

Sales expenses: \$ _____

Shipping and storage: \$ _____

Rent or mortgage: \$ _____

Marketing and advertising: \$ _____

Utilities: \$ _____

Maintenance and repairs: \$ _____

Debts: \$ _____

Cash discounts: \$ _____

Depreciation: \$ _____

Interest: \$ _____

Taxes: \$ _____

Delivery costs: \$ _____

Postage: \$ _____

Insurance: \$ _____

Legal and auditing: \$ _____

Dues and subscriptions: \$ _____

Office supplies: \$ _____

Telephone and internet: \$ _____

Company website: \$ _____

Other: \$ _____

TOTAL OPERATING: _____

NET REVENUE: _____

TOTAL EXPENSES: _____

BALANCE: _____