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| **Profit and Loss Statement Explained** |
| **INCOME** |  |
| 1. Sales
 |  |
| 1. Other Income
 |  |
| 1. Total Income
 |  |
| **OPERATING EXPENSES** |  |
| 1. Salaries
 |  |
| 1. Employee benefits
 |  |
| 1. Payroll taxes
 |  |
| 1. Rent
 |  |
| 1. Repairs & maintenance
 |  |
| 1. Equipment rental
 |  |
| 1. Furniture and equipment purchase
 |  |
| 1. Vehicle(s)
 |  |
| 1. Vehicle maintenance & repairs
 |  |
| 1. Depreciation and amortization
 |  |
| 1. Insurance
 |  |
| 1. Interest expense
 |  |
| 1. Utilities
 |  |
| 1. Telephone
 |  |
| 1. Office supplies
 |  |
| 1. Dues, subscriptions, licenses
 |  |
| 1. Training materials + services
 |  |
| 1. Postage and freight
 |  |
| 1. Marketing and promotion
 |  |
| 1. Sales commission
 |  |
| 1. Legal and professional services
 |  |
| 1. Travel
 |  |
| 1. Miscellaneous
 |  |
| 1. Other
 |  |
| 1. **Total Operating Expenses**
 |  |
| 1. Net profit/loss before tax
 |  |
| 1. Provision for taxes
 |  |
| **38. TOTAL NET PROFIT/(LOSS)** |  |