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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)** |  |