

	MONTHLY	YEARLY
COGS		
Shop Costs (metal, gems, labor, supplies)		
Shipping Costs (incoming/ outgoing)		
Merchant Account Fees		
Outside Services (cad/casting/labor)		
Scrap Gold Purchases		
Special Orders/ Finished Goods		
Mortgage/Rent		
Real Estate Taxes		
Property/Renter's Insurance		
Fire Insurance		
Health Insurance		
Other Insurance (combined)		
Utilities (heat/electric/water/etc.)		
Phone (landline / fax) / Internet		
Security Alarm		
Phone (cell)		

Website		
Advertising		
Shipping /Packaging Supplies		
Office Supplies		
Displays		
Postage / Shipping / Freight		
Maintenance (on machines, etc.)		
Office Staff Payroll / Contract Labor Pay		
Payroll Taxes		
Credit Card Fees		
Bank Fees		
Selling Labor / Commissions		
Merchant Processing Fees		
Tools & Equipment Purchases		
Mailings (postcards/brochures/flyers)		
E-Mail Expenses (Mailchimp, Ontraport, etc.)		
Professional Fees (legal/accounting/etc.)		
Travel (shows/sales appts./supplies/etc.)		
Show Fees/Booth Fees		
Business Meals / Entertainment		

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Samples (not for sale)		
Subscriptions/Membership Fees		
Bad Debts/Uncollected Sales		
Losses from Theft		
Other Expenses (not listed above)		
LOAN Repayment		
3 month Emergency Fund (start putting extra money away in a savings account now)		
INVESTMENTS		
Roth IRA		
401k (from prior employer or if you qualify for solar 401k or other)		
Business Registration / License		
Business Taxes		

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Sales Taxes		
Income Taxes (State & / or Federal) figure 25-30% of all income (yay!)		
TOTAL YEARLY EXPENSES		\$

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