**Microsoft Word Profit and Loss
Financial Statement Template Example**

Profit and Loss Statement

|  |  |  |
| --- | --- | --- |
| Company Name |  | Statement Reporting Period |
|  Your Company Name |  | Starting Date |   | Ending Date |
|  | 00/00/0000 | to | 00/00/0000 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revenue |  |  |  | Expenses |
| *Including deductions for returns and discounts* |   | Wages and Benefits | $225,000.00  |
| Sales Revenue | $585,460.00  |   | Rent / Mortgage | $18,500.00  |
| Other Revenue | $27,865.00  |   | Utilities | $11,462.00  |
| **GROSS REVENUE** | **$613,325.00** |   | Office Supplies | $2,500.00  |
|  |  |  |   | Internet & Phone | $7,800.00  |
|  |  |  |   | Travel | $2,850.00  |
| Cost of Goods Sold |   | Insurance | $2,648.00  |
| COGS | $84,762.00  |   | Interest | $1,500.00  |
| **TOTAL COGS** | **$84,762.00** |   | Depreciation | $4,560.00  |
|  |  |  |   | Taxes | $18,500.00  |
|  |  | Gross Profit |   | Other Expenses | $26,000.00  |
| *Gross Revenue minus COGS* | **$528,563.00** |   | **TOTAL EXPENSES** | **$321,320.00** |
|  |  |  |  |  |  |  |
|  |  |   |  |   |   | Net Income |
| *Gross Profit minus Total Expenses* | **$207,243.00** |

Profit and Loss Statement

|  |  |  |
| --- | --- | --- |
| Company Name |  | Statement Reporting Period |
|   |  | Starting Date |   | Ending Date |
|  | 00/00/0000 | to | 00/00/0000 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revenue |  |  |  | Expenses |
| *Including deductions for returns and discounts* |   | Wages and Benefits |   |
| Sales Revenue |   |   | Rent / Mortgage |   |
| Other Revenue |   |   | Utilities |   |
| **GROSS REVENUE** |  |   | Office Supplies |   |
|  |  |  |   | Internet & Phone |   |
|  |  |  |   | Travel |   |
| Cost of Goods Sold |   | Insurance |   |
| COGS |   |   | Interest |   |
| **TOTAL COGS** |  |   | Depreciation |   |
|  |  |  |   | Taxes |   |
|  |  | Gross Profit |   | Other Expenses |   |
| *Gross Revenue minus COGS* |  |   | **TOTAL EXPENSES** |  |
|  |  |  |  |  |  |  |
|  |  |   |  |   |   | Net Income |
| *Gross Profit minus Total Expenses* |  |

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| --- |
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