**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12326&utm_source=template-word&utm_medium=content&utm_campaign=Profit+and+Loss+Financial+Statement-word-12326&lpa=Profit+and+Loss+Financial+Statement+word+12326)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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