

PROFIT & LOSS STATEMENT

Date

REVENUE

Sales revenue (Less sales returns and allowances)		
Service revenue		
Other revenue		
TOTAL REVENUE		

COST OF SALES

Cost of goods sold		
TOTAL COST OF SALES		

GROSS PROFIT (LOSS)		
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OTHER INCOME

Other income eg interest		
TOTAL OTHER INCOME		

EXPENSES

Bank fees		
Entertainment		
Freight & courier		
Insurance		
Utilities		
Vehicle expenses		
Office expenses		
Rent		
Payroll		
Travel		
General expenses		
TOTAL EXPENSES		

PROFIT (LOSS) BEFORE TAX		
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