SMALL BUSINESS BUDGET CHECKLIST

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MONTHLY FIXED COSTS

Rent	☐
Salary Payroll	☐
Employee Benefits	☐
Monthly Fees	☐
Internet	☐
Phone Service	☐
Website Domain	☐
Software Subscriptions	☐
Insurance	☐
Loan & Credit Card Payments	☐
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MONTHLY VARIABLE COSTS

Hourly Payroll	☐
Utilities	☐
Hiring/Training	☐
Equipment Maintenance	☐
Taxes	☐
Permits and Licenses	☐
Food/Beverage	☐
Office Supplies	☐
Postage	☐
Travel	☐
Merchant Fees	☐
Consultant Fees	☐
Marketing/Advertising	☐
New Software	☐
	☐
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MONTHLY INCOME

Sales Income	☐
Subscription Income	☐
Interest	☐
Dividends	☐
	☐
	☐
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