Business Income & Expense Worksheet

Free template from Shoeboxed (shoeboxed.com) — built from 3.4M+ real small-business records.

INCOME (Schedule C Part I)

Use one of these 9 types: Sale (cash/card) | Invoice paid | Commission | Rental income | Royalty / Licensing | Tip | Interest income | Refund returned to me | Other

Date	Source (who paid you)	Amount	Type	Reference #	Notes

	Total income this period:				

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EXPENSES (Schedule C Part II)

Use one of these 15 categories: Meals / Entertainment | General Retail | Auto / Fuel | Travel / Transport | Office Supplies | Computer / Internet | Medical / Health | Professional Fees | Utilities | Postage / Shipping | Mileage | Promotion / Advertising | Bank / ATM fees | Insurance | Other

Date	Vendor	Amount	Category	Business Purpose	Notes

	Total expenses this period:				