

# Startup Costs Worksheet\*

\*If using the excel version of this form, do NOT enter anything in the blue boxes. They will auto-calculate. If using a hard copy, refer to instructions for guidance on necessary calculations.

## Instructions / Notes

### I. Uses

#### Contributed Assets

1. Item 1 (specify) _____	
2. Item 2 (specify) _____	
3. Item 3 (specify) _____	
4. Item 4 (specify) _____	
5. Item 4 (specify) _____	
6. Item 5 (specify) _____	
<b>7. Total Contributed Assets</b>	

If you're putting non-cash assets (inventory, supplies, equipment, real estate, etc.) into the business, detail here.

Input the sum of lines 1 to 6 here

#### Start-Up Costs

8. Advertising/Marketing	
9. Furniture, Fixtures, and Equipment	
10. Insurance	
11. Inventory Purchases	
12. Legal Fees	
13. Licensing Fees (Entity, State, City)	
14. Property Improvements/Build-Out	
15. Signage	
16. Supplies	
17. Telephone , Internet, and TV Hookup	
18. Utility hookups	
19. Other item (specify)	
20. Other item (specify)	
21. Other item (specify)	
22. Other item (specify)	
23. Other item (specify)	
24. Other item (specify)	
25. Other item (specify)	
26. Other item (specify)	
27. Other item (specify)	
<b>28. Total Start-Up Costs</b>	

You may want to detail this item on a separate page

Input the sum of lines 8 to 27 here

#### 29. Working Capital

Multiply line 31 from 'Monthly Expenses & Breakeven Revenue Worksheet' by 3 months and input result here

#### 30. Total Uses

Input the sum of lines 7, 28, & 29 here

### II. Sources

#### 31. Contributed Assets

Input line 7 here

#### 32. Contributed Capital

Input the cash you plan to contribute here

#### 33. Loan/Investment Needed

Input line 30 minus the sum of lines 31 & 32 here. **This is what you'll need to request from friends/family, a bank, or an investor**

#### 34. Total Sources

Total lines 31, 32, and 33 here

# Monthly Expenses & Breakeven Revenue Worksheet\*

\*If you using digital version of this form, DO NOT enter anything in the blue boxes. They will auto-calculate. If you are using a hard copy, refer to the instructions.

## Instructions / Notes

### I. COGS

1. COGS of Product or Service	
2. Credit Card Processing Fees	
3. Contribution Margin	

Per Month

Per Year

#### Enter COGS items as a percent (%)

Input a cost of goods sold (COGS) % here if applicable to your business  
Input % if applicable. 3% is a conservative estimate. If N/A, leave blank.

Input 100% minus the sum of lines 1 & 2 here

### II. Expenses

4. Accounting Services	
5. Advertising/Marketing	
6. Auto Expenses	
7. Dues and Subscriptions	
8. Independent Contractors	
9. Employee Benefits	
10. Equipment	
11. Insurance	
12. Legal Services	
13. Licenses & Permits	
14. Meals and Entertainment	
15. Office Expenses	
16. Payroll	
17. Payroll Taxes	
18. Rent	
19. Repairs and Maintenance	
20. Supplies	
21. Taxes	
22. Telephone & Internet	
23. Travel	
23. Utilities	
24. Web Design/Maintenance	
25. Other Expense (specify)	
26. Other Expense (specify)	
27. Other Expense (specify)	
28. Other Expense (specify)	
29. Other Expense (specify)	
30. Other Expense (specify)	
<b>31. Total Expenses</b>	

#### Enter amounts for all expense that apply to your business

Consider monthly accounting services and year end tax prep

Input cost of labor not accounted for in line 1 or line 8  
13-15% of payroll is a good estimate

Do NOT include income tax. Common taxes to consider: sales & use tax, property tax, excise tax, commerce tax (NV), modified business tax (NV).

Input sum of lines 3 to 30 here

### III. Revenue

	Per Month	
32. Breakeven Revenue		
33. Ave. Price per Transaction/Unit		
34. Breakeven (Transactions/Units)		

Per Year

Divide line 31 by line 9 and input here

Input your average price per transaction or per unit here

Divide line 32 by line 33 and input here. This is the # of transactions/units needed to cover your COGS, CC processing fees, and other expenses.