

Selling, General and Administrative Expenses

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(SG&A Expenses)

Company Name: _____

Schedule of Selling, General and Administrative (SG&A) Expenses

For the following time period: _____

Selling, general and administrative (SG&A) expenses

Officers' salaries	\$	
Sales and marketing salaries		
Accounting and IT salaries		
Other office salaries and wages		
Delivery wages		
Other SG&A salaries and wages		
Payroll taxes and fringe benefits		
Selling and marketing supplies		
Administrative and general supplies		
Rent and property taxes for office		
Electricity, gas, water for office		
Telephone, cell phones, internet		
Repairs & maintenance of office building		
Repairs & maintenance of office equipment		
Insurance		
Postage and shipping costs		
Travel and entertainment		
Advertising		
Commissions		
Other sales & marketing		
Professional fees: accounting, tax, attorney		
Warranty expense		
Bad debts expense		
Other SG&A: _____		
Other SG&A: _____		
Other SG&A: _____		
SG&A expenses before depreciation	\$	B4D
Depreciation on office building	\$	
Depreciation on office equipment		
Depreciation on SG&A vehicles & other		
SG&A depreciation expense	\$	DEPR
Total selling, general & admin expenses	\$	SG&A (B4D + DEPR)

See **Filled-In Form S16** for an illustration.

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