



MONTHLY INVENTORY ANALYSIS – BUSINESS

Advertising

- Billboard ☐
- Internet ☐
- Letter Drops ☐
- Magazine ☐
- Newspaper ☐
- Presentations/Displays ☐
- Promotional Items ☐
- Radio ☐
- Sign Writing ☐
- Sponsorships ☐
- Television ☐
- Yellow Pages ☐
- Expense Estimate \$**

Printing Services

- Business Cards ☐
- Printed Forms ☐
- Stationery ☐
- Expense Estimate \$**

Consultants

- Financial ☐
- Graphic Design ☐
- Information Technology ☐
- Multimedia ☐
- Market Research ☐
- Public Relations ☐
- Staff Training ☐
- Telecommunications ☐
- Expense Estimate \$**

Professional Services

- Accountants ☐
- Decorators ☐
- Solicitors ☐
- Expense Estimate \$**

Office Administration

- Computing Equipment ☐
- Courier Services ☐
- Equipment Supplies ☐
- Fitting & Furnishings ☐
- Insurance ☐
- Photocopying Supplies ☐
- Postage ☐
- Secretarial Services ☐
- Stationery/Office Supplies ☐
- Computing Software ☐
- Expense Estimate \$**

Conference/Travel

- Accommodation ☐
- Fees ☐
- Flights ☐
- Sustenance ☐
- Expense Estimate \$**

Vehicle

- Accessories ☐
- Detailing ☐
- Fuel ☐
- Servicing ☐
- Smash Repairs ☐
- Tyres ☐
- Expense Estimate \$**

Contract Services

- Airconditioning/Heating ☐
- Catering ☐
- Cleaning ☐
- Computing Maintenance ☐
- Electrical ☐
- Equipment Hire ☐
- Haulage ☐
- Landscaping ☐
- Light Fittings ☐
- Painting/Decorating ☐
- Pest Services ☐
- Plumbing ☐
- Refrigeration ☐
- Security ☐
- Shop Fitters ☐
- Waste Disposal ☐
- Expense Estimate \$**

Communications

- Internet ☐
- Mobile Phones ☐
- Office Telephones ☐
- Expense Estimate \$**

Miscellaneous

- Donations ☐
- Community Services ☐
- ☐
- ☐
- ☐
- ☐
- Expense Estimate \$**



MONTHLY EXPENSE ANALYSIS - PERSONAL

Home

- Appliances/Repairs ☐
- Cleaning Products ☐
- Cleaning ☐
- Decorator Items ☐
- Electrical Goods ☐
- Electrical Repairs ☐
- Fittings ☐
- Florist ☐
- Furniture ☐
- Gardening ☐
- Maintenance ☐
- Music/Equipment ☐
- Pest Services ☐
- Plumber ☐
- Pool Supplies/Maintenance ☐
- Soft Furnishings ☐
- White Goods ☐

Expense Estimate \$

Medical

- Dentist ☐
- Doctor ☐
- Natural Therapies ☐
- Pharmacy ☐
- Sports Medicine ☐

Expense Estimate \$

Personal

- Butchers ☐
- Clothing ☐
- Cosmetics ☐
- Dining Out ☐
- Dry Cleaning ☐
- Education ☐
- Gifts ☐
- Groceries ☐
- Gym/Equipment ☐
- Hair Dressing ☐
- Holidays ☐
- Jewellery ☐

Expense Estimate \$

Miscellaneous

- Driving Lessons ☐
- Financial Services ☐
- Hobbies ☐
- Party Hire/Catering ☐
- Pet Supplies ☐
- Veterinary Services ☐
- ☐
- ☐
- ☐
- ☐

Expense Estimate \$

ANALYSIS SUMMARY

Total Expenses – Business	\$
Total Expenses – Personal	\$
Total Monthly Expenses	\$
Total Annual Expenses	\$

You can assist Empire Trade to better service your business by completing this Expense Analysis form. By seeking out new member businesses that can meet your requirements, Empire Trade can assist you to conserve cash, sell your excess inventory and improve cash flow.

Empire Trade – Xchanging the way you do business