

# Monthly Office Expense Budget Sheet

Enter monthly estimates and actual expenses for your office below.

**Expense Category**

**Estimated Cost**

**Actual Cost**

**Difference**

Rent/Lease

Utilities (Electricity, Water, Internet, etc.)

Office Supplies

Equipment Maintenance

Cleaning Services

Telephone/Communication

Postage & Courier

Travel/Transportation

Miscellaneous

**Total**