

# Where do my costs come from?



Here are some costs you may need to plan for, depending on the nature of your business.

Your monthly costs could include:	\$/month
Fees for professional advice – accountant, lawyer, tax adviser	\$
Legal costs/intellectual property	\$
Building maintenance/alterations	\$
Security	\$
Power: Lighting, heating, air conditioning	\$
Phones and internet	\$
Office furniture	\$
Electronic equipment – computer, printer, scanner	\$
Kitchen/staff room – jug, microwave, crockery, cutlery, basics, etc	\$
Insurance – buildings, equipment, vehicles, liability, loss of profits	\$
Design and print – logo, business cards, letterhead, stationery and brochures	\$
Signage – external and building entrance signs, vehicles	\$
Website – design, production and hosting	\$
Software – accounting, security and office packages	\$
Health and safety equipment – such as first aid kit, fire extinguisher, hard hats, handling and lifting equipment, safety glasses, safety clothing	\$
Uniforms or clothing and footwear	\$
Factory plant and equipment	\$
Vehicles – lease and/or maintenance, fuel	\$
Marketing/advertising	\$
Wages/payroll and training	\$
Production – materials, tooling, transport	\$
Rent/lease	\$
Interest on loans	\$
Payment facilities	\$
Travel	\$
<b>Total</b>	<b>\$</b>