

## Pricing – Costs Worksheet

### Sample Revenue Planning Worksheet for Consultants

Use the following worksheet to calculate your annual expenses, annual profit goal and hourly rate necessary to achieve the profit goal.

	<i>Example</i>	<b>Your Worksheet</b>
<b>Labor:</b>		
My Salary	\$60,000	_____
Staff Salary	25,000	_____
Total Labor	\$85,000	_____
<b>Other Expenses:</b>		
Benefits (30%)	\$25,500	_____
Rent	6,000	_____
Telephone	1,200	_____
Auto Expense	900	_____
Utilities	240	_____
Meetings & dues	360	_____
Adv/promo	1,000	_____
Office Supplies	600	_____
Repairs	600	_____
Misc.	1,000	_____
Total Expenses	\$37,400	_____
Total Operating Expenses	\$122,400	_____
Profit Goal (10%)	12,240	_____
TOTAL	\$134,640	_____
Divide by 1,040*		
Hourly Billing Rate	\$130/hr	_____

\* Most consultants estimate that they are doing well if they are billable 50 percent of the time. If there are 2080 hours in a year to work (excluding weekends and holidays), that means that your billable target is 1040 hours.