

Overhead Cost Tracking Sheet

Company

Date

Description	Total Costs
Office/Showroom Space	
Warehouse Space	
Material Handling	
Equipment/Machinery	
Equipment/Machinery Maintenance	
Office/Showroom Furnishings	
Office/Showroom Supplies	
Salaries	
Commissions	
Utilities	
Web Services	
Meals/Entertainment	
Gifts	
Carfare	
Advertising/Marketing	
Shipping Costs	
Accounting Fees	
Legal Fees	
Insurance	
Losses Due to Theft	
Other	

Grand Total Overhead Costs	