**Monthly Expenses**

Monthly rent (should include water and garbage) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Utilities/Internet (if not included in rent) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communications (cell, landline, mobile devices) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recycling/Shredding services $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplies $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salaries $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax withholding $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payments on furniture and equipment $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance premiums (pro-rated monthly) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dues for professional organizations (pro-rated monthly) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscriptions (pro-rated monthly) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Continuing legal education $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal research $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Miscellaneous (business lunches, travel, marketing) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL MONTHLY BILLS** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fees and Income**

Fees needed to pay monthly bills $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees needed to pay self (including student loan payments) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIRED INCOME** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required income divided by number of billable hours = hourly rate $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTICES**

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