

This is a sample format for illustration purposes only-adjust as needed for your company and financial requirements/needs

Calculation for Hourly Overhead

Take Home Pay	100,000.00	plug in the amount you want to take home yearly
Taxes @ 27%	27,000.00	adjust the formula for your effective tax rate-ask your accountant/tax preparer
Health Insurance	4,500.00	your rate will be set by your carrier-for illustration purposes only
Disability Insurance	4,500.00	your rate will be set by your carrier-for illustration purposes only
E&O Insurance	4,000.00	your rate will be set by your carrier-for illustration purposes only
Blueprints	1,000.00	non-billable expense such as field fixes due to plan errors
Mileage	300.00	non-billable expense such as field fixes due to plan errors
Engineering Fees	1,200.00	non-billable expense such as field fixes due to plan errors
Accounting Fees	1,500.00	plug your actual expense number in here
Bad Debt Expense	3,000.00	its going to happen, why not budget for it so it doesn't affect your net
Adjustments to Invoices	500.00	its going to happen, why not budget for it so it doesn't affect your net
Depreciation Expense	1,200.00	your accountant will tell you what this is
Office Lease	12,000.00	plug your actual expense numbers in here
Utilities	4,000.00	
Cell Phone	600.00	
Misc office expenses	1,200.00	
	0.00	
	0.00	add additional expense items as needed
	0.00	
	0.00	
	0.00	
Total Yearly Expenses	166,500.00	
 Yearly Hours 1500	 111.00	 minimum hourly rate (2040 hours less 80 hours of vacation and 7 paid holidays and a 75% efficiency rate)
 Adjust for unknowns	 0.00	 use this hourly rate