Booth Renter Income, Tips & Tax Tracker: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab. Add or rename items there and the drop-downs follow.

The example file is filled with fictional clients and services so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (5 minutes):

1. Settings: your booth or chair rent and whether you pay it weekly or monthly, the % you set aside for tax, and your service menu with prices.

2. Daily log: one row per client: date, name, service. The menu price fills in; type what you charged only if it was different. Add tips and retail sales, and how they paid.

3. Expenses: booth rent, products and colour, tools, education, licence, card fees.

What you get:

Each month: clients, service income, tips, retail, expenses, profit and how much to put away for tax. Booth rent paid vs due, average ticket, your best services, and cash vs card totals (handy at tax time).

Tax: the set-aside % is your own estimate, not tax advice.

Help:

Something wrong, or a column you need? Message us on Etsy; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.