Use this spreadsheet for calculations and transfer result to your report.
Change the assumptions to reflect the number of engineers in your company.

Assumptions	Item		Yearly Costs	Description
15	engineers in company			Company = 11 Engineers + President + Admin Assitant scenario
$55,000	salary per engineer		$925,000	Total Salary of engineers, president, staff
0.32	Fringe		$296,000	Fringe Benefits (including FICA)
8	cubicles	1904		Total square feet (including President and admin)
$0.79	Cost/sq ft/month	$1,504		Building cost per month
			$18,050	Building cost per year
17	desks, chairs, etc @ $60	$1,020		Desk and chairs per month
	(engineers + president + staff)		$12,240	Desks and chairs per year
17	computers @ $1500	$25,500		Computer
17	software @ $1000	$17,000		Software
	specialized software	$18,000		
	copier, printers	$4,000		
	Conf Table	$3,888		
17	phones	$595		
			$81,223	Total Furniture
17	internet and phone	$14,280		Phone and internet per year
		$5,712		Long Distance per year
			$19,992	Total Phone and internet per year
$3,000	per national trip	$6,000		Out of state travel per month
$200	local trip	$400		In state travel per month
		$6,400		Total Travel per month
			$76,800	Total Travel per year
950,000	bank loan	$88,737		Monthly Payment
		$976,105		Total Paid to the Bank for the year
			$26,105	Total Interest Paid in first year
			$1,443,170	Total expenses
				Overhead calculations
15	engineers			
75	% billed		$618,750	Billable labor
			$198,000	Fringe on billable labor.
			$816,750	Total billable
			$626,420	Overhead Number =
				Total projected expenses - total billable labor
				{= Nonbillable expenses}
			76.70 %	Overhead rate (145% is a common number cited for businesses of all sizes)

Example of how overhead rate is used:

Assume enginneer will spend 1/4 of time on a specific project.

Labor cost = salary + fringe = ($55000/4)+($55000/4).32 = $1,396

Cost you should bill your client = (Labor Cost + Fridge Benefit)* (1+Overhead Rate/100)+5%profit

= $2,590.30