Phone Usage and Cost Worksheet

This worksheet helps you calculate the total monthly usage and charges on your landline (fixed wire), long distance and cellular (mobile wireless) phone services. There are two types of monthly charges for phone service: recurring fees (for calling plans, features, surcharges, etc.) and usage charges (paid per minute or per item). Taxes and initial calling plan expenditures are not included in the worksheet.

To find the figures for an existing calling plan, look at the recent bills from your landline, long distance and cell phone service providers and at any recent calling cards you have used. To determine the cost of a prospective calling plan, read the details of the service provider's contract and speak with their customer service to clarify all the charges. Then estimate your phone usage and charges with that plan.

Determine your level of phone usage. Note if you have any special or unique calling habits or needs.

- Light (basic) user – Mostly local calling. Infrequent cellphone use.
- Medium (average) user – Mix of landline (some long distance) and cellular (mostly local).
- Heavy (advanced) user – Multiple phone lines and cellphones. Maybe high long distance usage.

Here are some ways you can reduce your spending on phone services:

- Reallocate your phone usage among local, long distance and cellular providers and calling cards.
- Eliminate duplicate services or features, such as long distance calling plans or voice mail services.
- Use a less expensive long distance service, such as a third-party provider or calling card.
- If included minutes are unused, get a cheaper plan with fewer included minutes.
- If you exceed included minutes and pay high rates, get a plan with more included minutes.
- Reduce usage of expensive per-use features, such as cellular roaming or peak-time calling.
- If you don't use the phone much, get measured local service, if available. Use a prepaid cellphone.

Landline (Local) Phone Service Provider Charges

List usage and charges for a typical month. Apply minimum charges, if applicable for your usage.

Landline Feature or Service	**Total Minutes**	**Average Rate ($/Minute)**	**Amount ($)**
Usage: Local Calls			
Usage: Long Distance Calls			
Total Pay-per-Minute Usage Charges (sum all above Amounts)			
Pay-per-Call Charges (Directory Assistance, Taxi, etc.)			
Recurring Calling Plan Fees (for all lines)			
Recurring Long Distance Plan Fees (for all lines)			
Recurring Feature Fees (voice mail, call display, call forwarding, call waiting, 3-way calling)			
Recurring Service Charges (account, billing, administration, etc.)			
Other Recurring Charges (network/system access, 911, government, surcharges, etc.)			
Total Landline (Local) Phone Service Provider Charges (sum above Amounts)			

Third-party Long Distance Service Provider Charges

For third-party long distance service providers (not your local phone service provider) or long distance calling cards. List usage and charges for a typical month.

Long Distance Feature or Service	**Total Minutes**	**Average Rate ($/Minute)**	**Amount ($)**
Usage: Long Distance Calls			
Recurring Calling Plan Fees (for all lines) and Card Calling Cards (cost per month)			
Recurring Feature Fees (voice mail, call display, call forwarding, call waiting, 3-way calling)			
Recurring Service Charges (account, billing, administration, etc.)			
Other Recurring Charges (network/system access, government, 911, surcharges, etc.)			
Total Third-party Long Distance Service Provider Charges (sum above Amounts)			

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Cellular (Wireless) Phone Service Provider Charges

List typical minutes, usage and amounts that are billed in a typical month. Ignore negative Excess Minutes. To calculate the total cost of a cellphone service contract, see Mobilook's *Cellphone Calling Plan Cost Worksheet*.

Cellphone Feature or Service	Minutes Used (a)	Plan Minutes (b)	Excess Minutes (a-b)	Rate per Minute ($/Minute)	Cost of Excess Minutes ($)
Anytime Calls					
Peak-time Calls (weekday)					
Off-peak-time Calls (evenings & weekends)					
In-coming Calls					
On-network Calls					
Roaming Calls (off-network)					
Long Distance Calls (to other area codes)					
Other Pay-per-Minute Usage Charges					
Total Pay-per-Minute Usage Charges (sum all above Cost of Excess Minutes)					
Pay-per-Megabyte Charges for Excess Usage (E-mail, messages, ringtones, images, etc.)					
Pay-per-Download Charges for Excess Usage (E-mail, messages, ringtones, images, etc.)					
Pay-per-Call Charges for Excess Usage (Directory Assistance, Taxi, etc.)					
Recurring Calling Plan Fees					
Recurring Shared Calling Plan Fee (including additional members)					
Recurring Data Plan (text messaging, e-mail, Internet)					
Recurring Plan Feature Fees (call anywhere, unlimited calling, extended hours, bundled services, and others)					
Recurring Call Management Feature Fees (voice mail, caller ID display, call forwarding, call waiting, 3-way calling, and others)					
Recurring Service Charges (account, billing, administration, etc.)					
Other Recurring Charges (network access, government, 911, surcharges, etc.)					
Total Cellular (Wireless) Phone Service Provider Charges (sum above Amounts)					

Total Cost of All Phone Services

Summary of all charges for one month. List only whole dollars, not cents. Calculate the Percentage % of Total Amount (Cost) by dividing each Amount (Cost) by the Total Amount (Cost). Note any high proportion of spending on any of the service providers. Note any high proportion of spending on any of the usage or recurring charges.

Phone Service Charge	Landline (Local) Provider	Long Distance Provider	Cellular Provider	Total Amount	% of Total Amount
Usage: Pay-per-Minute Local Calling Charges					
Usage: Pay-per-Minute Long Distance Calling Charges					
Usage: Other Pay-per-Minute Calling Charges (roaming, etc.)					
Usage: Pay-per-Megabyte, -per-Download and -per-Call Charges					
All Recurring Charges (plans, features, services)					
Other Charges					
Total Cost (sum above Amounts)					
% of Total Cost					**100%**

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