



Name: _____

Tax Year _____

Sales Expenses	
Advertising	
Appraisal Fees	
Bank Charges	
Brokers Opens	
Business Cards	
Business Entertainment	
Business Meals	
Clerical	
Client Gifts	
Commissions / Referrals	
Courier Services / FED EX	
Film / Processing	
Flowers / Cards	
Keys / Locksmith	
Lock Boxes	
Maps / Books	
Office Expense	
Open House	
Photocopying	
Postage	
Printing	
Rent (Office Equipment)	
Repairs	
Sales Assistant	
Signs, flags, banners	
Subcontracted labor	
Supplies	
Tools	
Wages	
Payroll Taxes	
Employee benefits	
Other:	
Other:	
Other:	
Other:	

Total: Sales Expense _____

Total: Professional Expense _____

Professional Expenses	
Dues	
E&O Insurance	
Legal Fees	
Tax Preparation Fees	
Accounting Fees	
Audio / Visual Aids	
Continuing Ed	
GCAAR/HCAAR/PGCAAR/etc.	
Licenses	
Memberships	
MRIS	
Publications	
Resumes	
Seminars	
Other:	

Communications Expenses	
Cables (Business Use Only)	
Cell Phone	
Fax / Modem /DSL /Cable Internet	
Internet / Web Page	
Long Distance	
Telephone (2nd line)	

Equipment & Software Expenses		
	Cost	Date Purchased
Attaché' / Brief Case		
Calculator / PDA		
Camera		
Computer		
Fax Machine / scanner		
File Cabinets		
Office Furniture		
Printer / Copier		
Software		
Tape recorder		
Other:		

Total: Communication _____

Total: Equipment & software _____

Total _____