

BUSINESS INCOME

BUSINESS NAME	_____	SALES/INCOME	\$ _____
BUSINESS ADDRESS	_____	PURCHASES	_____
BUSINESS ACTIVITY	_____	MATERIAL & SUPPLIES	_____
1099'S REQUIRED TO BE FILED?	_____	ENDING INVENTORY	_____

BUSINESS EXPENSES

ADVERTISING	\$ _____	CELL PHONE	\$ _____
BANK/CREDIT CARD CHARGES	_____	Total \$ _____	_____
DUES AND PUBLICATIONS	_____	Business Use % _____	_____
FREIGHT	_____	VEHICLE EXPENSE	_____
INSURANCE	_____	Total \$ _____	_____
INTEREST	_____	Business Use % _____	_____
LEGAL AND PROFESSIONAL	_____	OFFICE USE OF HOME	_____
OFFICE EXPENSE	_____	Home Sq Ft _____	_____
RENT-EQUIPMENT	_____	Office Sq Ft _____	_____
RENT-BUILDING	_____	OFFICE HOLIDAY PARTY	_____
REPAIRS AND MAINTENANCE	_____	BUSINESS MEALS	_____
SUPPLIES	_____	MEALS FOR TRAVEL	_____
TAX/LICENSE	_____	"CONVENIENCE" MEALS	_____
TRAVEL	_____	LOBBY SNACKS	_____
UTILITIES	_____	OTHER _____	_____
WAGES	_____	OTHER _____	_____
CONTRACT LABOR	_____	OTHER _____	_____

PURCHASE OF EQUIPMENT, AND IMPROVEMENTS (INCLUDING TRADES)

Description	Date	Purchase Price	Additional Paid If Traded	Item Traded If traded
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SALES OF EQUIPMENT AND/OR OTHER PROPERTY

Description	Date of Sale	Date of Purchase	Sale Price	Purchase Cost
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

VEHICLE USE

Beginning Miles	Ending Miles	Commuting Miles	Personal Miles
_____	_____	_____	_____