

Cleaning Companies, & other Tradesmen

Professional Fees & Dues		Equipment & Repairs	
Licenses		Mops	
Association dues		Brooms	
Union dues		Vacuume	
Other: _____		Repairs - Equipment	
Materials & Supplies		Office	
Cleaning solutions		Computer and Printer	
Small Cleaning Equipment		Office sq ft	
Trash bags		Home sq ft	
Other: _____		Rent	
Other: _____		Utilities	
Telephone Expenses		Auto & Truck Use (In miles)	
Cellular Calls		Between 1st & 2nd Job	
Office Line		Between Work sights	
Other: _____		Mileage to Continuing Education	
Other: _____		Out of Town Work/seminars Trips	
Continuing Education		Parking Fees & tolls(\$)	
Correspondence Course Fees		Personal miles on work vehicle	
Correspondence courses		Cost of vehicle	
Registration		Other: _____	
Seminar Fees		Travel - Out of Town	
Text Books and Supplies		Airfare	
Training Sessions of suppliers		Car Rental	
Other: _____		Parking	
Miscellaneous		Bus, Taxi, Train, & Subway	
Workers Comp. Insurance		Lodging (do not combine with meals)	
Legal & accounting fees		Meals (do not combine with lodging)	
Advertising (business		Hotel tips	
Liability Insurance		Cleaning and Laundry	
Internet Service		Telephone calls (including home)	
Other: _____		Other: _____	