

Account Names	TOTALS	NOTES
Income		
Date you started your business		
Advertising		
Web site		
Business Cards		
Catologs		
Other		
Truck Expenses		
Fuel		Which did you use last year?
Insurance		
Maintenance		
or Miles Driven		
Bank Fees		
Classes		
Dues / Subscriptions		
Business Entertainment		
Meals (100%)		
Meals (50%)		
Entertainment		
Fax Service		
Cell		
Phone		
Insurance - Business		
Interest Expense		
Internet		
Licensing		
Business		
Other		
Other		
Magazines		
Books		
Misc		
Office Expenses at home		
Sq Ft of office		
Mortgage/rent		
Electric		
Gas Heat		

Account Names	TOTALS	NOTES
Office Rent (if you have one)		
Electric		
Phone		
Other		
Office supplies		
Printer Paper		
Ink for printer		
Cleaning Supplies		
Snacks etc		
Bathroom supplies		
Reciept book		
Postage & mailing supplies		
Professional Fees		
Attorney		
Tax		
Repairs (Office Equipment)		
Help Expense		
Security		
Shipping / Handling		
Taxes		