BUSINESS EXPENSES OF AUTOMOBILE SALES PERSONS

NAME: _____ YEAR: _____

SUPPLIES

Beverages, Coffee and Sodas	$
Business Cards	
Briefcase	
Computer software & supplies	
Fax supplies	
Map book	
Photocopies	
Stationery	
Thank you Cards	
Other:_____	
Total:	

LEGAL & PROFESSIONAL SERVICES

Bookkeeping	
Clerical service	
Legal	
Referral fees	
Tax preparation fees	
Other:_____	
TOTAL:	

MEALS & ENTERTAINMENT

Business meals	
Entertainment	
Other:_____	
Overnight Business Meals & Entertainment	
TOTAL:	

TELEPHONE

Answering service	
Beeper/pager	
Cellular	
Faxes	
Monthly base line 2	
Toll Calls	
Phone Cards	
Other:_____	
TOTAL:	

PROMOTION

Advertising	
Flowers & Gifts*	
Holiday greeting cards	
Other:_____	
TOTAL:	

* Gifts are limited to a $25 per individual per year.

If you have any questions, please call:

GrimesTax
Enrolled Agent
2570 Gladiator Drive
Fenton, MO 63026
(636) 225-1114 Fax: (636) 225-1700

DUES AND SUBSCRIPTIONS

Association dues	$
Chamber of commerce	
License	
Professional subscriptions	
Technical books	
Other:_____	
TOTAL:	

CONTINUING DEVELOPMENT

Correspondence course fees	
Registration	
Seminar fees	
Textbooks	
Tuition	
Other:_____	
TOTAL:	

REPAIRS & MAINTENANCE

Computer	
Copy machine	
Office equipment	
Other:_____	
TOTAL:	

UNCLASSIFIED

Bank Charges	
Customer lists	
Liability insurance	
Office expenses	
Postage & shipping	
Rent	
Other:_____	
Other:_____	
TOTAL:	

EQUIPMENT PURCHASES

	Business %	DATE	AMOUNT
Cellular phone			
Computer			
Copy machine			
Furniture			
Telephone			
Signs and Banners			
Other:_____			
TOTAL:			