

# BUSINESS EXPENSES OF HAIRSTYLISTS

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

SUPPLIES

Business Cards \$ \_\_\_\_\_  
 Clips \_\_\_\_\_  
 Dyes \_\_\_\_\_  
 Hair products \_\_\_\_\_  
 Nail products \_\_\_\_\_  
 Scissors \_\_\_\_\_  
 Shampoo and Conditioner \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

LEGAL & PROFESSIONAL SERVICES

Bookkeeping \_\_\_\_\_  
 Clerical services \_\_\_\_\_  
 Legal \_\_\_\_\_  
 Tax preparation fees \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

MEALS & ENTERTAINMENT

Business meals \_\_\_\_\_  
 Entertainment \_\_\_\_\_  
 Refreshments for customers \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Overnight Business Meals  
 & Entertainment \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

TELEPHONE

Answering service \_\_\_\_\_  
 Beeper/pager \_\_\_\_\_  
 Cellular \_\_\_\_\_  
 Faxes \_\_\_\_\_  
 Monthly base rate 2nd line \_\_\_\_\_  
 Toll Calls \_\_\_\_\_  
 Phone Cards \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

PROMOTION

Advertising \_\_\_\_\_  
 Flowers & Gifts\* \_\_\_\_\_  
 Holiday greeting cards \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

\* Gifts are limited to \$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 & SUBSCRIPTIONS

Dues & professional fees \$ \_\_\_\_\_  
 Licenses \_\_\_\_\_  
 Memberships \_\_\_\_\_  
 Publications \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

CONTINUING EDUCATION

Hair shows \_\_\_\_\_  
 Seminars \_\_\_\_\_  
 Registration \_\_\_\_\_  
 Tuition \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

UNIFORMS & LAUNDRY

Non everyday clothing \_\_\_\_\_  
 Purchases \_\_\_\_\_  
 Alterations \_\_\_\_\_  
 Laundry \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

UNCLASSIFIED

Assistant & shampoo person fee \_\_\_\_\_  
 Business tax \_\_\_\_\_  
 Cleaning Supplies \_\_\_\_\_  
 Credit Card Fees \_\_\_\_\_  
 Equipment Repairs \_\_\_\_\_  
 Liability insurance \_\_\_\_\_  
 Office expenses \_\_\_\_\_  
 Postage & shipping \_\_\_\_\_  
 Rent \_\_\_\_\_  
 Stationary \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

EQUIPMENT PURCHASES

	<u>Business %</u>	<u>DATE</u>	<u>AMOUNT</u>
Hairdryers & drills	_____	_____	_____
Cellular phone	_____	_____	_____
Telephone	_____	_____	_____
Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL:	_____	_____	_____