

BUSINESS EXPENSES OF OUTSIDE SALES PEOPLE

NAME: _____ YEAR: _____

SUPPLIES
 Business Cards \$ _____
 Briefcase _____
 Computer software & supplies _____
 Fax supplies _____
 Map book _____
 Photocopies _____
 Samples _____
 Stationery _____
 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 rate - 2nd line _____
 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: _____
 TOTAL: _____

<u>EQUIPMENT PURCHASES</u>	<u>Business %</u>	<u>DATE</u>	<u>AMOUNT</u>
Cellular phone	_____	_____	_____
Computer	_____	_____	_____
Copy machine	_____	_____	_____
Furniture	_____	_____	_____
Telephone	_____	_____	_____
Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL:	_____	_____	_____