Name:		ID number:
Type:		
Accounting		
Amortization		
Answering service		
Auto and truck expenses		
Bank charges		
Commissions		
Computer expense		
Delivery and freight		
Dues and subscriptions		
Entertainment and promotion		
Gifts		
Insurance		
Janitorial		
Laundry and cleaning		
Legal and professional fees		
Licenses and permits		
Meals:	at 50%	
	at 80% - DOT hours of service	
	at 100% - See instructions	
Miscellaneous		
Office expense		
Outside service		
Parking fees and tolls		
Postage		
Printing		
Sales expense		
Security		
Supplies		
Telephone		
Temporary help		
Tools		
Trade show expense		
Training and seminars		
Travel		
Uniforms		
Utilities		
		
		
		
Total		