

Sales Reps NOT on a W2.

STIMBURY'S ACCOUNTING  
37812 VINE ST, STE B  
WILLOUGHBY OH 44094

SALES REPRESENTATIVES			
<b>A. AUTO TRAVEL</b>		<b>E. SUPPLIES &amp; EXPENSES</b>	
Between Jobs or Job Locations (mi)		Advertising	
Client Meetings (mi)		Bank Charges	
Continuing Education (mi)		Bookkeeping	
Job Seeking (mi)		Business Meals (enter 100% of expense)	
Out of Town Business Trips (mi)		Business Cards	
Purchasing Job Supplies & Materials (mi)		Clerical Services	
Professional Society Meetings (mi)		Computer Software	
Parking Fees (\$)		Computer Supplies	
Tolls (\$)		Off Site Data Storage	
Other		Customer Lists	
		Equipment Repair	
<b>B. TRAVEL - OUT OF TOWN</b>		FAX Supplies	
Airfare		Customer Gifts	
Car Rental		Greeting Cards	
Parking		Legal & Professional Services	
Taxi		Office Expense	
Train		Photocopy Expense	
Bus & Subway		Postage	
Lodging (do not combine w/ meals)		Rent	
Meals (do not combine w/ lodging)		Shipping	
Porter, Bell Captain		Trade Publications	
Laundry		DSL	
Bridge & Highway Tolls		Other	
Telephone		<b>F. TELEPHONE EXPENSE</b>	
Other		Cellular Calls	
		FAX Transmissions	
<b>C. CONTINUING EDUCATION</b>		Toll Calls	
Correspondence Course Fees		Other	
Course Registration			
Materials & Supplies			
Photocopy Expense			
Reference Material		<b>G. PROFESSIONAL FEES &amp; DUES</b>	
Seminar Fees		Association Dues	
Textbooks		License	
Other		Union Dues	
		Other	
<b>D. EQUIPMENT PURCHASES</b>			
Answering Machine			
Calculator		<b>H. MISCELLANEOUS EXPENSES</b>	
Copy Machine		Liability Insurance Business	
FAX Machine		Subscriptions	
GPS		Professional Subscriptions	
Telephone		Resume	
Other		Other	