

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	