

Sales Expenses		Professional Expenses	
Advertising/Marketing/Business Card		Dues	
Appraisal Fees/Home Warranties		E&O Ins./Malpractice Ins.	
Bank Charges		Legal Fees	
Business Meals/Entertainment		Tax Preparation Fees	
Business Mileage/Auto Expenses		Bookkeeping Fees	
Clerical		Audio/Visual Aids	
Client Accommodations		Continuing Ed	
Client Gifts (\$25 per client, per year)		GCAAR/HCAAR/PGCAAR/ect	
Client Moving/Storage Expenses		Licenses	
Commissions (paid to other realtors)		Membership Fees	
Courier Service/Fed Ex		Paychex/ADP Expense	
Desk/Office Fees		Publications/Magazines	
Film/Processing		Resumes	
Flowers/Cards		Seminars	
Flight Attendant Expense		Workmen's Compensation	
Keys/Locksmiths		Other	
Lock Boxes		Communication Expenses	
Maps/Books		Cell phone	
Office Expenses		Fax/DSL/Cable internet	
Online Listing Services		Internet/Web page	
Open House/Brokers Opens		Long distance	
Parking & Tolls		Telephone (2nd line)	
Payroll Taxes		Wireless/Mobile Email	
Photocopying/Printing		Other	
Piolt Expense		Equipment & Software Expenses	
Postage		NOTE: COST OVER \$500.00	
Promotion		Attaché/Brief Case	
Rent (office/equipment)		Calculator/PDA/Blackberry	
Repairs		Camera	
Sales Assistants		Computer	
Self Employed Health Insurance		Computer Consultants	
Signs, flags, banners		Fax machine/scanner	
Software Subscriptions		File Cabinets	
Staging Costs		GPS Unit	
Subcontracted labor		Office Furniture	
Supplies/Equipment Under \$500.00		Office Cleaning/Security	
Tools		Printer/Copier	
Travel & Lodging		Software	
Wages		Tape recorder	
Other _____		Other _____	
Other _____		Other _____	