

NAME: _____

BUSINESS WORKSHEET

Gross receipts or sales \$ _____

Cost of Goods Sold—Please see other side if applicable.

OTHER EXPENSES:

Accounting \$ _____

Advertising \$ _____

Answering service \$ _____

Bank Charges \$ _____

Car and truck expenses **ARE ON THE OTHER SIDE OF THIS WORKSHEET**

Commissions and fees (**Note:** Anyone paid \$600 or more must be issued a Form 1099-MISC)..... \$ _____

Contract Labor \$ _____

Delivery and freight \$ _____

Dues and subscriptions..... \$ _____

Employee benefit programs \$ _____

Insurance (other than health)..... \$ _____

Interest—Mortgage, banks, etc (Form 1098)..... \$ _____

 Other \$ _____

Janitorial..... \$ _____

Laundry and cleaning..... \$ _____

Legal and professional services \$ _____

Office expense \$ _____

Outside services \$ _____

Postage \$ _____

Printing..... \$ _____

Rent or lease..... \$ _____

Repairs \$ _____

Security \$ _____

Supplies..... \$ _____

Real Estate Taxes..... \$ _____

Payroll Taxes \$ _____

Sales tax included in gross receipts..... \$ _____

Other taxes \$ _____

Telephone, land and cell \$ _____

Tools (**USE OTHER SIDE TO LIST NEW EQUIPMENT ACQUISITIONS**) \$ _____

Travel expenses (**Do not include** meals & entertainment) \$ _____

Meals and entertainment \$ _____

Uniforms \$ _____

Utilities..... \$ _____

Wages and salaries \$ _____

Education and seminar expense \$ _____

Gifts \$ _____

Internet expense \$ _____

Expendable Software \$ _____

Other: _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____