

# AUTOMOBILE SALESPERSON WORKSHEET

Tax Year \_\_\_\_\_

Advertising (Print/Radio/TV)		Postage	
Agency Charges for F & I & Trades		Printing, Flyers	
Agency Charges for Promo Items		Promotional Items	
Banners & Flags		Rental Cars	
Batteries, Pager & Flashlight		Sales Inducements	
Beverages, Coffee & Sodas		Seminars	
Business Cards		Small Tolls	
Charge Backs, Commission		Stationary	
Charge Backs, Warranties		Support Hosiery	
Cleaning Equipment		Support Shoe	
Commission Splits		Team Sales Incentives	
Courtesy Reconditioning		Telephone (Business Use)	
Entertainment, Meals (Tab Picked-up)		Telephone, Cellular Air Time	
Entertainment, Meals (You Attended)		Thank You, Birthday & Other Cards	
Entertainment, Tickets (Given Away)		Tips (Lot Porters & Detailer)	
Entertainment, Tickets (You Attended)		Travel (Overnight)	
Flashlight		Travel Mile @ _____ cents per mile	
Gasoline, Client's Vehicle		Uniforms (Dealer Required)	
License, Auto Sales		Union Dues	
License, Drivers		Washes, Waxes & Polish (Client & Demo Cars)	
Pager, Rental & Air Time Fees		Other Items: List Below	
Pens & Pencils			

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