

# BUSINESS PROFESSIONALS WORK SHEET

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

Miscellaneous		Telephone	
Business Cards		Long distance	
Clerical		Faxes	
Computer Supplies		Pay phone	
Customer Lists		Cellular	
Gifts		2nd Line	
Office Supplies		Beeper/Pager	
Postage		Answering Service	
Photocopying		Other	
Printing		Other	
Repairs		Total	
Shipping		Equipment	
Stationery		Attaché Case	
Other		Calculator	
Other		Camera	
Total		Desk	
Professional		Chair	
Dues		Filing cabinet	
E & O Insurance		Cell Phone	
Legal & Professional		Software	
Licenses		Tape Recorder	
Memberships		Telephone	
Publications		Other	
Seminars		Other	
Continuing Ed		Total	
Resumes		Vehicle & Travel	
Other		See Vehicle, travel, & Entertainment Worksheet	
Other			
Total			

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