

Name: _____

1. Auto Travel

_____ Client meetings (mi)
 _____ Continuing education (mi)
 _____ Escrow & loan office trips (mi)
 _____ Out of town business trips (mi)
 _____ Showing property (mi)
 \$ _____ Parking fees & Tolls
 \$ _____ Other: _____

2. Travel – Out of Town

\$ _____ Airfare
 \$ _____ Bus & shuttle
 \$ _____ Bridge & highway tolls
 \$ _____ Car rental
 \$ _____ Laundry
 \$ _____ Lodging (do not combine with meals)
 \$ _____ Meals (do not combine with lodging)
 \$ _____ Parking
 \$ _____ Porter, bellcaptain
 \$ _____ Taxi/Train
 \$ _____ Telephone calls (including home)
 \$ _____ Other: _____

3. Professional Fee & Dues

\$ _____ Association dues
 \$ _____ Chamber of Commerce
 \$ _____ License
 \$ _____ Realty Board
 \$ _____ M.L.S. fees
 \$ _____ Other: _____

4. Telephone Expenses

\$ _____ Cellular service
 \$ _____ Fax transmissions
 \$ _____ Paging service
 \$ _____ Payphone
 \$ _____ Toll calls
 \$ _____ 2nd homeline
 \$ _____ Internet
 \$ _____ Other: _____

5. Continuing Education

\$ _____ Correspondence course fees
 \$ _____ Materials, supplies & textbooks
 \$ _____ Seminar fees
 \$ _____ Other: _____

6. Equipment Purchases

\$ _____ Answering machine
 \$ _____ Calculator
 \$ _____ Camera & accessories
 \$ _____ Computer equipment
 \$ _____ Copy machine
 \$ _____ Fax machine
 \$ _____ Pager
 \$ _____ Recorder
 \$ _____ Telephone
 \$ _____ Printer
 \$ _____ Other: _____

7. Supplies & Expenses

\$ _____ Advertising, signs, flags & banners
 \$ _____ Appraisal fees
 \$ _____ Attorney fees
 \$ _____ Bank charges
 \$ _____ Briefcase
 \$ _____ Business meals
 \$ _____ Business cards
 \$ _____ Clerical service
 \$ _____ Computer software & supplies
 \$ _____ Courier service
 \$ _____ Entertainment /Promotion
 \$ _____ Equipment repair
 \$ _____ Fax supplies
 \$ _____ Film & processing
 \$ _____ Gifts & flowers
 \$ _____ Greeting cards
 \$ _____ Insurance - E&O and Liability
 \$ _____ Legal & professional services
 \$ _____ Lock boxes, keys & locksmith
 \$ _____ Mapbook
 \$ _____ Multiple listing services
 \$ _____ Office expenses
 \$ _____ Open House expenses
 \$ _____ Photocopy expenses
 \$ _____ Postage
 \$ _____ Processor fees
 \$ _____ Referral fees
 \$ _____ Rent
 \$ _____ Repairs to sell listed property
 \$ _____ Shipping
 \$ _____ Stationery
 \$ _____ Escrow closing costs
 \$ _____ Website expenses