

Supplies and Expenses

Briefcase	\$ _____
Business Cards	\$ _____
Business Meals	\$ _____
Filing Fees	\$ _____
Clerical Service/Paralegal	\$ _____
Firm Meetings	\$ _____
Computer Software	\$ _____
Office Supplies	\$ _____
Client Gifts	\$ _____
Entertainment	\$ _____
Online Expenses (e.g. Lexus/Nexu	\$ _____
Accounting Fees	\$ _____
Photocopies	\$ _____
Postage and Shipping	\$ _____
Library Research	\$ _____
Marketing	\$ _____
Technical Publications	\$ _____
Equipment Repair	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____

Professional Fees

Association Dues	\$ _____
Credentials	\$ _____
License	\$ _____
Professional Associations	\$ _____
Union Dues	\$ _____
Other:	\$ _____
Other:	\$ _____

Equipment Purchases

Cell Phone, Landline Phones	\$ _____
Fax Machine & Copier	\$ _____
Recorder, Video Camera	\$ _____
Computer, Printer	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____

Miscellaneous Expense

Liability Insurance	\$ _____
Subscriptions	\$ _____
Resume	\$ _____
Other:	\$ _____
Other:	\$ _____

Telephone

Fax	\$ _____
Landline	\$ _____
Cell Phone	\$ _____
Paging Service	\$ _____
Other:	\$ _____
Other:	\$ _____

Continuing Education

Correspondence Course Fees	\$ _____
Course Registration	\$ _____
Continuing Professional Education	\$ _____
Materials and Supplies	\$ _____
Photocopy	\$ _____
Reference Material	\$ _____
Research Expense	\$ _____
Seminar Fees	\$ _____
Textbooks	\$ _____
Other:	\$ _____
Other:	\$ _____

Out of Town Travel

Airfare	\$ _____
Car Rental	\$ _____
Bus, Train, Subway	\$ _____
Parking and Tolls	\$ _____
Lodging	\$ _____
Meals	\$ _____
Laundry	\$ _____
Telephone Calls	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____

Auto Travel

Court Appearances	mi _____
Client Meetings	mi _____
Continuing Professional Education	mi _____
Practice Development	mi _____
Out of Town Business Trips	mi _____
Purchasing Job Supplies	mi _____
Professional Society Meetings	mi _____
Parking Fees and Tolls	\$ _____
Other:	mi _____
Other:	mi _____
Other:	mi _____
Other:	mi _____