

Name: _____

- \$ _____ Accounting
- \$ _____ Advertising
- \$ _____ Answering service
- \$ _____ Auto & truck expense
- \$ _____ Bad debts
- \$ _____ Bank charges
- \$ _____ Bonds
- \$ _____ Business licenses
- \$ _____ Commissions
- \$ _____ Computer/accessories
- \$ _____ Contract labor
- \$ _____ Delivery & freight
- \$ _____ Dues and subscriptions
- \$ _____ Employee benefit programs
- \$ _____ Freight shipping
- \$ _____ Gifts
- \$ _____ Insurance
- \$ _____ Interest
- \$ _____ Janitorial
- \$ _____ Laundry & cleaning
- \$ _____ Legal & professional
- \$ _____ Licenses & permits
- \$ _____ Meals & entertainment (in full)
- \$ _____ Miscellaneous
- \$ _____ Office expenses
- \$ _____ Outside services
- \$ _____ Parking & tolls
- \$ _____ Pension/profit sharing plans

- \$ _____ Postage
- \$ _____ Printing
- \$ _____ Promotion
- \$ _____ Rent
- \$ _____ Real property
- \$ _____ Equipment leases
- \$ _____ Repairs & maintenance
- \$ _____ Salaries & wages
- \$ _____ Security
- \$ _____ Software
- \$ _____ Sponsorship
- \$ _____ Supplies
- \$ _____ Website & hosting
- \$ _____ State taxes
- \$ _____ Payroll taxes
- \$ _____ Real estate taxes
- \$ _____ Personal property taxes
- \$ _____ Telephone
- \$ _____ Tools
- \$ _____ Travel
- \$ _____ Uniforms
- \$ _____ Utilities
- \$ _____ Workers compensation

- Cost of Goods Sold:
- \$ _____ Materials and supplies
 - \$ _____ Sub-let labor
 - \$ _____ Shop supplies