Outside Sales

Auto Travel (Mileage)		Supplies & Expenses	
Between Jobs or Job Locations		Advertising	
Client Meetings		Bank Charges	
Continuing Education		Bookkeeping	
Job Search		Business Meals (Enter 100% of expense)	
Out of Town Business Trips		Business Cards & Printing	
Purchasing Job Supplies & Materials		Clerical Services & Software	
Professional Society Meetings		Computer Service & Supplies	
Parking Fees & Tolls ($)		Entertainment (50% deductible)	
Other:_____		Data Base and Sales lead Lists	
Travel - Out Of Town		Equipment Repair	
Airfare		FAX Supplies	
Car Rental		On-Line Service Charges	
Parking & Tolls		Gifts & Greeting Cards	
Taxi		Legal & Professional Services	
Train		Office Expenses	
Bus & Subway		Photocopy Expense	
Lodging (do not include meals)		Postage	
Meals (do not combine with lodging)		Rent	
Porter, Bell Captain		Shipping	
Laundry		Trade Publication & Map Book	
Telephone		Other:_____	
Other:_____		**Telephone Expenses**	
Educational Costs		Cellular Phone Charges	
Correspondence Course Fees		Fax Transmissions	
Course Registration		Paging Service	
Materials & Supplies		Pay Phone	
Photocopy Expense		Toll Calls	
Reference Material		Other:_____	
Textbooks & Seminar Costs		**Professional Fees & Dues**	
Motivational Tapes		Association Dues	
Other:_____		License	
Equipment Purchases		Union Dues	
Answering Machine		Other:_____	
Calculator		**Miscellaneous Expenses**	
FAX Machine		Liability Insurance - Business	
Pager & Telephone		Books & Magazine Subscriptions	
Computers & Printer		Professional Subscriptions	
Other:_____		Resume`	

The following information is from my accounting records of income and expenses for filing of the _____ tax year. These amounts are from actual source documents and are not rounded or estimated. All source documents are available upon request and must be kept for seven years. If needed you will be able to provide proof of all figures listed above. By signing below you acknowledge this is true and correct for the filing of your income taxes.

_____ _____   _____ _____
Taxpayer Signature   Date   Spouse Signature   Date