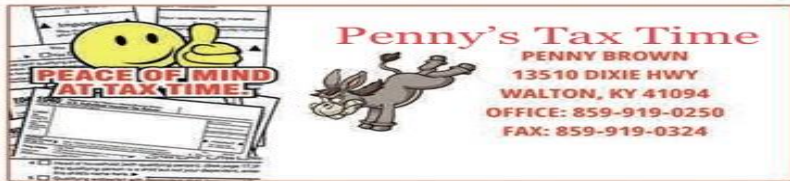


# OFFICE BUSINESS

**\*\*Please Give Totals\*\***  
Save Receipts



## Revenue

**TOTAL INCOME** (1099 INCOME)

RETURNS / ALLOWANCES

## Cost of Goods Sold

SUPPLIES

## Expenses

ADVERTISING		
COMMISSIONS / FEES		
CONTRACT LABOR	(HIRE OUTSIDE HELP)	
INSURANCE (NOT health)		
INTEREST - MORTGAGE	(MORTGAGE FOR BUSINESS)	
INTEREST - OTHER	(CREDIT CARD/LOANS)	
LEGAL / PROFESSIONAL SERVICE		
OFFICE EXPENSE		
RENT- STUDIO / BOOTH		
RENT - VEHICLE / EQUIP.		
REPAIRS & MAINTENANCE (OFFICE USE)		
TAXES / LICENSE	(SALES, OCCUPATIONAL)	
TRAVEL	(HOTEL STAY/FLIGHT)	
MEALS		
UTILITIES - Electric, Water, Trash		
CELL PHONE		
INTERNET		
OTHER EXPENSE		
BOOKS, REF. MATERIAL SOFTWARE		
UNIFORM / SAFETY WEAR		
MILEAGE	(NOT CLAIMING FUEL/REPAIR)	
FUEL		
REPAIRS/MAINTENANCE	(ONLY IF CLAIMING FUEL)	
<b>TYPE EQUIP. PURCHASE</b>	<b>DATE &amp; COST</b>	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

**DID YOU ISSUE A 1099 TO ANYONE? YES OR NO**

**BUSINESS NAME** \_\_\_\_\_

**STATE ESTABLISHED** \_\_\_\_\_ **DATE ESTABLISHED** \_\_\_\_\_

<p><b>Do you need Occupational License?</b></p> <p>County? _____</p> <p>City? _____</p>	<p><b>LLC, PARTNER, S-CORP, INC.?</b></p> <p>EIN # _____</p> <p>Org# _____ LLET# _____</p>
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