

Advertising & Promotion

- Online & print ads
- Promotional printing
- Website expenses

Auto Expenses & Milage

- Car payments
- Insurance
- Gas
- Parking & tolls
- Registration fees
- Repairs

Bank Fees (for bank & credit card)

- ATM fees
- Monthly service fees
- Annual fees
- Late payment fees

Business Licenses & Permits**Consultations****Cost of Goods Sold**

- Materials
- Labor

Credit Card Processing Fees**Dues & Subscriptions**

- Membership to professional orgs

Education

- Books & reference materials
- Professional development
- Workshops & trainings

Equipment Rental**Gifts Given (professional)**

- \$25 per year per person

Home Office

- Rent or mortgage
- Renters or homeowners' insurance
- Utilities
- Repairs

Insurance**Interest Expense**

- Finance charges (biz only cards)
- Loan interest

Legal & Professional Fees

- Legal consultation
- Accounting
- Bookkeeping

Meals & Entertainment**Office Expenses**

- Equipment
- Postage
- Software
- Supplies

Rent**Subcontractor****Telephone (including cell)****Travel**

- Airfare & lodging
- Ground transportation
- Local travel

Utilities

- Electricity
- Water & garbage
- Internet

+ expenses specific to your industry