

PULLEY TAX SERVICE

Computer & High Tech Professionals

Name : _____
 Phone : _____

<i>Professional Fees & Dues</i>		<i>Supplies & Expenses</i>	
Association Dues	\$ _____	Briefcase & Laptop case	\$ _____
Credentials	\$ _____	Business Meals (enter 100% of expenses)	\$ _____
License	\$ _____	Business Cards	\$ _____
Professional Associations	\$ _____	Clerical & Bookkeeping Service	\$ _____
Other:	\$ _____	Computer Software	\$ _____
<i>Continuing Education</i>		Computer Supplies	\$ _____
Correspondence Course Fees	\$ _____	Customer Lists & Database costs	\$ _____
Course Registration	\$ _____	Entertainment (enter 100% of expenses)	\$ _____
Documentation	\$ _____	Equipment Repair	\$ _____
Materials & Supplies	\$ _____	Development costs	\$ _____
Photocopy Expense	\$ _____	Client Gifts & Greeting Cards	\$ _____
Reference Material	\$ _____	ISP & Internet access	\$ _____
Research Expenses	\$ _____	Legal & Professional Services	\$ _____
Seminar Fees	\$ _____	Office, Stationary & Fax Supplies	\$ _____
Textbooks	\$ _____	Website development costs	\$ _____
Other:	\$ _____	Postage & Shipping	\$ _____
<i>Communication Expenses</i>		Sub-contractor labor	\$ _____
FAX Transmissions	\$ _____	Networking expenses	\$ _____
Cellular Service	\$ _____	Technical Publications (Documentation)	\$ _____
Internet Access (cable, DSL, Etc.)	\$ _____	Other:	\$ _____
Other:	\$ _____	<i>Equipment Purchases</i>	
<i>Auto Travel (In miles)</i>		Notebook Computer	\$ _____
Between Jobs or Locations	mi _____	FAX Machine, Copier	\$ _____
Client Meetings	mi _____	Cell Phone	\$ _____
Continuing Education	mi _____	Desktop Computers & Printers	\$ _____
Job Seeking	mi _____	Modems & computer peripherals	\$ _____
Out of Town Business Trips	mi _____	Other:	\$ _____
Purchasing Job Supplies & Materials	mi _____	<i>Travel - Out of Town</i>	
Professional Society Meetings	mi _____	Airfare	\$ _____
Parking Fees & Tolls (\$)	\$ _____	Car Rental, Taxi, Bus, Train, & Subway	\$ _____
Other:	mi _____	Parking & Tolls	\$ _____
<i>Miscellaneous Expenses</i>		Lodging (do not combine with meals)	\$ _____
Liability Insurance - Business	\$ _____	Meals (do not combine with lodging)	\$ _____
Subscriptions	\$ _____	Porter, Bell Captain, & Laundry	\$ _____
Resume	\$ _____	Telephone Calls (including home)	\$ _____
Parking	\$ _____	Other:	\$ _____
Lodging (do not combine with meals)	\$ _____	Other:	\$ _____
Meals (do not combine with lodging)	\$ _____	Other:	\$ _____
Porter, Bell Captain	\$ _____	Other:	\$ _____
Bridge & Highway Tolls	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____

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