PULLEY TAX SERVICE
Computer & High Tech Professionals

Name : _____

Phone : _____

Professional Fees & Dues			Supplies & Expenses	
Association Dues	$ _____		Briefcase & Laptop case	$ _____
Credentials	$ _____		Business Meals (enter 100% of expenses)	$ _____
License	$ _____		Business Cards	$ _____
Professional Associations	$ _____		Clerical & Bookkeeping Service	$ _____
Other:	$ _____		Computer Software	$ _____
Continuing Education			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	$ _____
Communication Expenses			Sub-contractor labor	$ _____
FAX Transmissions	$ _____		Networking expenses	$ _____
Cellular Service	$ _____		Technical Publications (Documentation)	$ _____
Internet Access (cable, DSL, Etc.)	$ _____		Other:	$ _____
Other:	$ _____		**Equipment Purchases**	
Auto Travel (In miles)			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 _____		**Travel - Out of Town**	
Professional Society Meetings	mi _____		Airfare	$ _____
Parking Fees & Tolls ($)	$ _____		Car Rental, Taxi, Bus, Train, & Subway	$ _____
Other:	mi _____		Parking & Tolls	$ _____
Miscellaneous Expenses			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:	$ _____