

PULLEY TAX SERVICE

Salespeople

Name : _____
 Phone : _____

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

9350 E. Imperial Hwy, Ste F, Downey, CA 90242
 Phone: (562) 803-3681 Fax: (562) 803-3674