

Business Cards	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationery	
Other	
Bank Charges	
Other	

Dues	
E & O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other	
Other	
Total	

Other

Telephone

Long Distance	
Faxes	
Pay phone	
Cellular	
2nd Line	
Beeper/Pager	
Answering Service	
Other	
Other	
Total	

Equipment

Attache Case	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell Phone	
Software	
Tape Recorder	
Telephone	
Other	
Other	
Total	