

## YOUR LIST OF EXPENSES

- ✓ Publicity and Promotions (Advertising)
- ✓ Meals and Entertainment
- ✓ Insurance
- ✓ Interest and Bank Charges
- ✓ Business Taxes, Licences Memberships
- ✓ Office Expenses (paper, ink...)
- ✓ Work Supply (tools and materials)
- ✓ Professional fees (accountant, legal...)
- ✓ Management and Administration Fees
- ✓ Rent (other than domicile)
- ✓ Repairs and Maintenance (equipment)
- ✓ Salaries, Wages and Benefits
- ✓ Property taxes
- ✓ Travel expenses
- ✓ Utilities (telephone, internet)
- ✓ Fuel Costs (except for motor vehicles)
- ✓ Delivery, Freight and Express
- ✓ Subcontractors
- ✓ Conventions and Training
- ✓ Fixed Assets
- ✓ Home office
- ✓ Vehicle Expenses