

# Real Estate Brokers and Professionals

## *Auto Travel (In miles)*

## *Supplies & Expenses*

Client Meetings		Advertising, Signs, Flags & Banners	
Continuing Education		On-Line Service Costs	
Escrow & Loan Office Trips		Attorney & Appraisal Fees	
Out of Town Business Trips		Bank Charges	
Showing Property		Briefcase	
Parking Fees (\$)		Business Meals (enter 100%)	
Tolls (\$)		Equipment Repair	
Other: _____		FAX Supplies	
<b><i>Travel - Out of Town</i></b>		Film & Processing	
Airfare		Finders Fees	
Car Rental		Gifts, Flowers, & Greeting Cards	
Parking		Insurance - E. & O. and Liability	
Bus, Subway, Train, & Taxi		Legal & Professional Services	
Lodging (do not combine with meals)		Lock Boxes, Keys & Locksmith	
Meals (do not combine with lodging)		Map Book & Map Software	
Porter, Bell Captain		Multiple Listing Service	
Laundry		Office Expenses	
Bridge & Highway Tolls		Open House Expenses	
Telephone Calls (including home)		Photocopy Expenses	
Other: _____		Postage & Shipping	
<b><i>Professional Fees &amp; Dues</i></b>		Referral Fees	
Association Dues		Rent	
Chamber of Commerce		Repairs to Sell Listed Property	
License Fees		Stationery	
Realty Board		Other: _____	
Other: _____		<b><i>Equipment Purchases</i></b>	
<b><i>Telephone Expenses</i></b>		Answering Machine	
FAX Transmissions		Calculator	
Cellular & Paging Service		Camera	
Pay Phone & Toll Calls		Computer Equipment	
On-Line Charges		Copy Machine	
Other: _____		FAX Machine	
<b><i>Continuing Education</i></b>		Printer	
Correspondence Course Fees		Recorder & Pager	
Materials, Supplies & Textbooks		Telephone	
Seminars & Motivational Tapes		Modems and computer peripherals	
Other: _____		Other: _____	