

Hoffman and Company
Business Income and Expense Tax Record

Income:

Sales/Earnings \$ _____

Direct Expenses: (relating directly to your product or services)

Beginning Inventory \$ _____
 Ending Inventory \$ _____
 Purchase of Product \$ _____
 Materials \$ _____
 Supplies \$ _____
 Cost of Labor \$ _____

Indirect Expenses:

Advertising Expenses \$ _____
 Auto Expenses \$ _____
 Cell Phone/ Telephone Expense \$ _____
 Cleaning Expenses \$ _____
 Computer Expenses \$ _____
 Interest Expense \$ _____
 Internet Expense \$ _____
 Education/Training \$ _____
 Equipment \$ _____
 Dues/Subscriptions \$ _____
 Gifts/Promotional Items \$ _____
 Insurance Premiums \$ _____
 Licenses/Permits/Fees \$ _____
 Marketing \$ _____
 Meals and Entertainment \$ _____
 Office Expense \$ _____
 Payroll Processing \$ _____
 Printing and Postage \$ _____
 Professional/Legal Expense \$ _____
 Repairs and Maintenance \$ _____
 Rent \$ _____
 Supplies \$ _____
 Tools \$ _____
 Travel and Transportation \$ _____
 Uniforms \$ _____
 Waste Removal \$ _____
 Property Taxes \$ _____
 Payroll Taxes \$ _____
 _____ \$ _____
 _____ \$ _____