



Tel: 866.684.9935

235 Peachtree Street NW | Ste. 400 | Atlanta, GA 30303

COMPUTER & HIGH TECH PROFESSIONALS

| Professional Fees & Dues | | Supplies & Expenses | |
|-------------------------------------|--|---|--|
| Association Dues | | Briefcase & Laptop case | |
| Credentials | | Business Meals (enter 100% of expenses) | |
| License | | Business Cards | |
| Professional Associations | | Clerical & Bookkeeping Service | |
| Other: _____ | | Computer Software | |
| Continuing Education | | Computer Supplies | |
| Correspondence Course Fees | | Customer Lists & Database costs | |
| Course Registration | | Entertainment (enter 100% of expense) | |
| Documentation | | Equipment Repair | |
| Materials & Supplies | | Development costs | |
| Photocopy Expense | | Client Gifts & Greeting Cards | |
| Reference Material | | ISP & Internet access | |
| Research Expenses | | Legal & Professional Services | |
| Seminar Fees | | Office, Stationary & Fax Supplies | |
| Textbooks | | Website development costs | |
| Other: _____ | | Postage & Shipping | |
| Communication Expenses | | Sub-contractor labor | |
| FAX Transmissions | | Networking expenses | |
| Paging & Cellular Service | | Technical Publications (Documentation) | |
| Internet Access (cable, DSL, etc) | | Other: _____ | |
| Other: _____ | | Equipment Purchases | |
| Auto Travel (In miles) | | Notebook Computer | |
| Between Jobs or Locations | | FAX Machine, Palm pilot, and Copier | |
| Client Meetings | | Pager, Personal assistant, & Cellular Phone | |
| Continuing Education | | Desktop Computers & Printers | |
| Job Seeking | | Modems and computer peripherals | |
| Out of Town Business Trips | | Other: _____ | |
| Purchasing Job Supplies & Materials | | Travel - Out of Town | |
| Professional Society Meetings | | Airfare | |
| Parking Fees and Tolls (\$) | | Car Rental, Taxi, Bus, Train, and Subway | |
| Other: _____ | | Parking and Tolls | |
| Miscellaneous Expenses | | Lodging (do not combine with meals) | |
| Liability Insurance - Business | | Meals (do not combine with lodging) | |
| Subscriptions | | Porter, Bell Captain, and Laundry | |
| Resume` | | Telephone Calls (including home) | |
| Domain name registration fees | | Other: _____ | |