



**Tel: 866.684.9935**

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

**LAWYERS & LEGAL PROFESSIONALS**

<b>Professional Fees &amp; Dues</b>		<b>Supplies &amp; Expenses</b>	
Association Dues		Briefcase & Business Cards	
Credentials		Business Meals (enter 100% of expenses)	
License		Filing Fees	
Professional Associations		Clerical Service & Paralegal	
Union Dues		Computer Software & Supplies	
Other: _____		Computer Supplies	
<b>Continuing Education</b>		Firm Meetings	
Correspondence Course Fees		Entertainment (enter 100% of expense)	
Course Registration		Equipment Repair	
Continuing Professional Education		FAX Supplies	
Materials & Supplies		Gifts & Greeting Cards	
Photocopy Expense		Lexus/Nexus & other On-Line Charges	
Reference Material		Accounting & Professional Services	
Research Expenses		Office & Stationary Expenses	
Seminar Fees		Photocopy Expenses	
Textbooks		Postage & Shipping	
Other: _____		Library & Research Costs	
<b>Telephone Expenses</b>		Marketing & Practice Development	
FAX Transmissions		Technical Publications	
Paging Service		Other: _____	
Toll, Cellular, and Pay Calls		<b>Equipment Purchases</b>	
Other: _____		Cellular Phone	
<b>Auto Travel (In miles)</b>		FAX Machine, Calculator, and Copier	
Court Appearances		Pager, Recorder, and Phone	
Client Meetings		Computers and Printers	
Continuing Professional Education		Modems and computer peripherals	
Practice Development		Other: _____	
Out of Town Business Trips		<b>Travel - Out of Town</b>	
Purchasing Job Supplies & Materials		Airfare	
Professional Society Meetings		Car Rental, Taxi, Bus, Train, and Subway	
Parking Fees and Tolls (\$)		Parking and Tolls	
Other: _____		Lodging (do not combine with meals)	
<b>Miscellaneous Expenses</b>		Meals (enter 100% of expense)	
Liability Insurance - Business		Porter, Maid, and Laundry	
Subscriptions		Telephone Calls (including home)	
Resume`		Other: _____	