

**Advertising**

- Branding
- Brochures
- Business Card
- Canva Design Center
- Direct Mellers
- Email Marketing
- Flyers
- Graphics Designer Fees
- Internet Advertising (FB, Instagram, Google, etc.)
- Lead Generation
- Networking & Client Appreciation Events
- Newsletter
- Photography
- Print Ads
- Promotional & Marketing Materials
- Website Design & SEO
- Website Hosting & Domain

**Business Travel**

- Airplane Ticket
- Dry Cleaning
- Lodging
- Accommodation (AirBNB, Hotel, etc.)
- Meals
- Other Transportation (Bus, Subway, Taxi, Uber, etc.)

**Car & Truck Expenses**

- Business Miles
- \$0.575/mile
- Actual Expenses
  - ☐ Car Washes
  - ☐ Depreciation
  - ☐ Gass
  - ☐ Insurance
  - ☐ Lease/Car
  - ☐ Payments
  - ☐ Licenses/Registration
  - ☐ Maintenance
  - ☐ Repairs

**Communication**

- Answering
- Cell Phone Service
- efax
- Internet Service
- Office Telephone IVR
- 1-800 Numbers

**Home Office Expenses**

- Housekeeper
- Insurance
- Internet
- Landscaping
- Maintenance & Repairs
- Mortgage Internet
- Property Taxes
- Rental Payments
- Security & Surveillance System
- Utilities

**Office Expenses**

- Client refreshment
- Decorations
- Office Furniture
  - ☐ Desk
  - ☐ Bookshelves
  - ☐ Chair
  - ☐ Filing Cabinet
- Office Equipment
  - ☐ Briefcase
  - Shoulder
  - Bags/Totes
  - ☐ Calculator
  - ☐ Camera
  - ☐ Cell Phone
  - ☐ Cleaning
  - Supplies & Equipment
  - ☐ Computer & Other
  - Electronics
  - Devices
  - ☐ Copier/Fax/Scanner
  - ☐ Equipment
  - Repair & Maintenance
  - ☐ Lighting
  - Equipment
  - ☐ Lockboxes
- Other Supplies
  - ☐ Envelopes
  - ☐ Folders
  - ☐ Papers
  - ☐ Pens
  - ☐ Postage
  - ☐ Software
  - ☐ Stationary
  - ☐ Thank you & Note Cards
  - ☐ Toner & Printer Ink

**Contract Labor**

Administrative Assistant  
Household Help

(Childcare/Spouse Support)

Sales Assistant  
Showing Assistant  
Virtual Assistant

**Legal & Professional Fees**

- Accounting & Bookkeeping Service
- Association Fees & Dues
- Attorney & Legal Fees
- Bank Fees
- Business License
- Mentorship Expenses
- Consulting Fees
- E&O Insurance
- Franchise Expenses
- Interest on Business Purchase
- MLS Fees
- Tax Preparation Fees

**Retirement**

- Defined Benefit Plan
- Self Employment Pension (SEP)
- Simple IRA
- Solo 401k

**Selling Expenses**

- Appraisal Fees
- Client Gifts (<\$25/Client)
- Closing Attorney Fees
- Concessions
- Delivery/Courier Fees
- Home Repairs (For Seller's Property)
- Home Warranty
- Inspection Fees
- Marketing
- Notary Fees
- Open House (Traditional & Virtual Expenses)
- Photography
- Referral Fees
- Staging & Interior Design

**Training & Continuing Education**

- Magazine subscriptions
- Newspaper Subscriptions
- Sales Training & Coaching
- Seminars
- Reference Books & Materials
- Trade Publications