

# Business Consultants

## Income

Cash/Bank Deposits \_\_\_\_\_  
 Credit Card \_\_\_\_\_  
 1099 Income \_\_\_\_\_  
 Sales \_\_\_\_\_

## Cost of Goods Sold

Beginning Inventory \_\_\_\_\_  
 (+) Purchases \_\_\_\_\_  
 (-) Personal Use \_\_\_\_\_  
 (-) Samples \_\_\_\_\_  
 (-) Labor Costs \_\_\_\_\_  
 (-) Materials & Supplies \_\_\_\_\_  
 (-) Other \_\_\_\_\_  
 (-) Ending Inventory \_\_\_\_\_  
 Cost of Goods Sold \_\_\_\_\_

## Professional Expenses

Accounting \_\_\_\_\_  
 Advertising \_\_\_\_\_  
 Association Dues \_\_\_\_\_  
 Business Insurance \_\_\_\_\_  
 Commissions & Fees \_\_\_\_\_  
 Legal \_\_\_\_\_  
 Liability Insurance \_\_\_\_\_  
 Licenses \_\_\_\_\_  
 Subscriptions \_\_\_\_\_  
 Other \_\_\_\_\_

## Auto Travel (In Miles)

Client Meetings \_\_\_\_\_  
 Continuing Education \_\_\_\_\_  
 Professional Meetings \_\_\_\_\_  
 Purchasing Trips \_\_\_\_\_  
 Other \_\_\_\_\_  
 Tolls/Parking (\$) \_\_\_\_\_

## Supplies & Expenses

Briefcase \_\_\_\_\_  
 Business Cards \_\_\_\_\_  
 Business Meals \_\_\_\_\_  
 Clerical Service \_\_\_\_\_  
 Computer Software \_\_\_\_\_  
 Computer Supplies \_\_\_\_\_  
 Customer Lists \_\_\_\_\_  
 Entertainment \_\_\_\_\_  
 Equipment Repair \_\_\_\_\_  
 FAX Supplies \_\_\_\_\_  
 Gifts & Greeting Cards \_\_\_\_\_  
 Office Expenses \_\_\_\_\_  
 On-Line Charges \_\_\_\_\_  
 Photocopy expenses \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Shipping \_\_\_\_\_  
 Stationary \_\_\_\_\_  
 Technical Publications \_\_\_\_\_  
 Other \_\_\_\_\_

## Travel

Airfare \_\_\_\_\_  
 Car Rental, Taxi, Bus, \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Parking and Tolls \_\_\_\_\_  
 Tips \_\_\_\_\_

## Equipment

Calculator \_\_\_\_\_  
 Cellular Phone \_\_\_\_\_  
 Computer peripherals \_\_\_\_\_  
 Computers and Printers \_\_\_\_\_  
 Copier/Fax \_\_\_\_\_  
 Other \_\_\_\_\_