

BUSINESS WORKSHEET

Type of Work performed _____
Total Sales/Income _____
Cost of Materials/Inventory _____
Business miles driven during the year: _____ **Non-business Miles** driven _____

Expenses:

- Advertising _____
- cell phone/pager _____
- cleaning & maintenance _____
- contract labor _____
- gas/fuel for vehicle _____
- insurance: general liability _____
- insurance: vehicle _____
- interest on business loans _____
- interest on vehicle loans _____
- legal/accounting fees _____
- licenses _____
- meals _____
- office expense _____
- payroll _____
- rental of vehicles/equipment _____
- small/general repairs _____
- small/general tools _____
- sub-contractors _____
- supplies _____
- taxes _____
- travel/hotel expense _____
- uniforms/safety shoes _____
- utilities _____
- vehicle repairs _____

- other types of expenses:

description _____ Amount _____
description _____ Amount _____
description _____ Amount _____

Major Business Equipment/Vehicle Purchases

description _____
date _____
amount paid _____

description _____
date _____
amount paid _____

Do you designate a specific area in your house for a business office? Y/N _____
sq footage of house _____ sq footage of office _____