

# Real Estate Brokers and Professionals

<b><i>Auto Travel (In miles)</i></b>		<b><i>Supplies &amp; Expenses</i></b>	
Client Meetings		Advertising, Signs, Flags & Banners	
Continuing Education		Attorney & Appraisal Fees	
Escrow & Loan Office Trips		Bank Charges	
Out of Town Business Trips		Online Advertising & Services	
Showing Property		Business Meals (enter 100%)	
Parking Fees (\$)		Equipment Repair	
Tolls (\$)		FAX Supplies	
Other: _____		Finders Fees	
<b><i>Travel - Out of Town</i></b>		Gifts, Flowers, & Greeting Cards	
Airfare		GPS/Navigation Map Software	
Bridge & Highway Tolls		Insurance - E. & O. and Liability	
Bus, Subway, Train, & Taxi		Legal & Professional Services	
Car Rental		Lock Boxes, Keys & Locksmith	
Parking		Multiple Listing Service	
Lodging (do not combine with meals)		Office Expenses	
Meals (do not combine with lodging)		On-Line Service Costs	
Communications & Wi-Fi Access		Open House Expenses	
Laundry		Photos, CD, DVD Expense	
Porter, Bell Captain		Photocopy Expenses	
Other: _____		Postage & Shipping	
<b><i>Professional Fees &amp; Dues</i></b>		Referral Fees	
Association Dues		Rent	
Chamber of Commerce		Repairs to Sell Listed Property	
License Fees		Software	
Realty Board		Other: _____	
Other: _____		<b><i>Equipment Purchases</i></b>	
<b><i>Communication Expenses</i></b>		Camera	
Cellular & Smart Phone Service		Cellular and Smart Phones	
FAX & On Line Data Services		Computers & Laptops	
Land Line		Computer Peripherals	
Skype/Internet Phone Service		Fax Machine	
Other: _____		Tablets & E-Readers	
<b><i>Continuing Education</i></b>		Telephone	
Course Fees		Copier	
Materials, Supplies & Textbooks		Printers	
Seminars & Motivational DVDS		Scanners	
Other: _____		Other: _____	

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