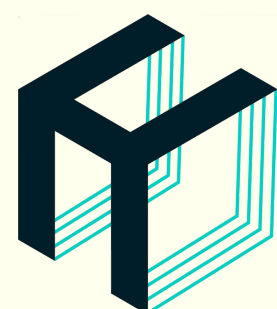


COMMON EXPENSES FOR SMALL BUSINESS OWNERS / SOLE PROPRIETORS

- Advertising & marketing (photo shoots, copy, ads)
- Meals
- Business promotion
- Licenses & filing fees
- Legal & professional fees (accounting & tax prep)
- Client gifts (<\$25 each)
- Website/hosting
- Software & apps
- Travel (airline tickets, hotel, ride sharing)
- Business coaching
- Office Supplies
- Subscriptions & memberships
- Continuing education
- Postage & shipping
- Phone
- Internet
- Parking & tolls
- Bank fees
- Small equipment & gear (equipment < \$2500)
- Equipment / fixed assets (equipment > \$2500; & related Depreciation expense)
- Utilities
- Business insurance
- Repairs & maintenance
- Work clothing / uniform
- Cost of Goods Sold (COGS):
(Beginning inventory + Purchases
– Ending inventory)
- Home office expenses
- Auto (actual expenses or mileage)

REMEMBER TO:

- ✓ SAVE BUSINESS RECEIPTS & INVOICES
- ✓ TRACK BUSINESS MILEAGE



HARDIE
CPA