DESIGNER / ARTIST
GENERAL EXPENSES (as applies)

BUSINESS EXPENSES	
Expense	**Amount**
Advertising	
Agent/Manager Fees	
Art Supplies	
Books	
Business Equipment - Repairs	
Business Meals	
Business Phone Calls (Long Distance)	
Cable	
Cell Phone/ Data & Text / Beeper/ Service/ Voicemail	
Classes/ Seminars/ Workshops	
Composite Cards/ Photo Postcards	
Computer Software/ Supplies	
Computer Repair	
Copies/ Faxes/ Postage/ Stationery	
Equipment Rental	
Internet Services/ DSL	
Memberships	
Office and Computer Supplies	
Office Rental	
Photos/ Resumes	
Portfolio	
Professional Organization Dues/ Fees	
Studio Rental	
Tax Preparation	
Tips	
Trade Papers/ Magazines/ Newsletters	
Unions - Initition Fees/ Dues	
Video/ DVD Rentals/ Netflix	
Video/ Audio Editing Fees	
Website/ Eblast Services	

BUSINESS EQUIPMENT PURCHASES			
Date	**Description**	**% Biz Use**	**Amount**

LOCAL FARES		
Date	**Business Purpose**	**Amount**
	(# of appointments)	

NOTES