

TaxPro USA, Inc.

Attorneys

Name: _____

Phone: _____

Professional Fees & Dues		Equipment Purchases	
Association Dues	\$	Cell Phone, Landline Phone	\$
Credentials	\$	Fax Machine, Copier	\$
License	\$	Recorder, video camera	\$
Professional Associations	\$	Computer, Printer	\$
Union Dues	\$	Supplies & Expenses	
Other:	\$	Briefcase & Business Cards	\$
Continuing Education		Business Meals	\$
Correspondence Course Fees	\$	Filing Fees	\$
Course Registration	\$	Clerical Service & Paralegal	\$
Continuing Professional Education	\$	Computer Software	\$
Materials & Supplies	\$	Firm Meetings	\$
Photocopy Expense	\$	Entertainment	\$
Reference Material	\$	Equipment Repair	\$
Research Expense	\$	Office Supplies	\$
Seminar Fees	\$	Client Gifts	\$
Textbooks	\$	Lexus/Nexus & other online charges	\$
Telephone Expenses		Accounting & Professional Fees	\$
Fax	\$	Photocopies	\$
Telephone Expenses	\$	Postage & Shipping	\$
Cell Phone	\$	Library & Research	\$
Paging Service	\$	Marketing & Practice Development	\$
Auto Travel		Technical Publications	\$
Court Appearances	mi	Other	\$
Client Meetings	mi	Travel-Out of Town	
Continuing Professional Education	mi	Airfare	\$
Practice Development	mi	Car Rental, Bus Train, Subway	\$
Out of Town Business Trips	mi	Parking & Tolls	\$
Purchasing Job Supplies & Materials	mi	Lodging	\$
Professional Society Meetings	mi	Meals	\$
Parking Fees & Tolls	\$	Porter, Maid, Laundry	\$
Other:	mi	Telephone Calls	\$
Misc Expense		Other:	\$
Liability Insurance	\$	Other:	\$
Subscriptions	\$	Other:	\$
Resume	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$

Tel/Fax 207.324.4333 TaxPro-USA 1.866.582.7768