

Name _____ SS# _____

MESSAGE THERAPIST WORKSHEET		
ADVERTISING- bus. cards, publicity photos, resumés		
PROFESSIONAL SERVICES- sub contract labor, assistants		
INTEREST- paid on business expenses		
TAX PREPARATION FEES - legal and accounting fees		
POSTAGE- fax, Xerox, FedEx, messengers		
RENT		
REPAIRS- computer and equipment repair		
SUPPLIES- stationery, batteries, etc.		
TOOLS - table, therapeutic equipment		
TRAVEL- airfare, hotels, cabs, hotel		
MEALS & ENTERTAINMENT- business meals, food on location		
PHONE- used for business, answering service, cell, v-mail		
TRADE PUBLICATIONS- industry mags, books		
SEMINARS- trade shows		
GIFTS- promotional, client		
CLEANING / LAUNDRY- linens, towels		
RESEARCH		
IN-HOME STUDIO % of sqft used as studio		
UTILITIES electric, gas		
DUES - union dues, online fees, associations, memberships		
PARKING		
LOCATION - number of days on location		
MEDICAL- doctor, dentist, optometry		
MEDICAL INSURANCE		
MORTGAGE INTEREST		
REAL ESTATE TAX		
CHARITY - cash, check		
CHARITY - other		
VEHICLE EXPENSE:	VEHICLE 1	VEHICLE 2
Year vehicle was acquired		
Total Miles		
Business Miles		
Approx. miles per gallon		
Cost of insurance		
Repairs, tires, tune-ups		
Lease expense		
Vehicle Registration/DMV		