

# PULLEY TAX SERVICE

## Attorney

Name : \_\_\_\_\_  
 Phone : \_\_\_\_\_

<i>Professional Fees &amp; Dues</i>		<i>Equipment Purchases</i>	
Association Dues	\$ _____	Cell Phone, Landline Phone	\$ _____
Credentials	\$ _____	Fax Machine, Copier	\$ _____
License	\$ _____	Recorder, video camera	\$ _____
Professional Associations	\$ _____	Computer, Printer	\$ _____
Union Dues	\$ _____	<i>Supplies &amp; Expenses</i>	
Other:	\$ _____	Briefcase & Business Cards	\$ _____
<i>Continuing Education</i>		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	\$ _____
<i>Telephone Expenses</i>		Accounting & Professional Fees	\$ _____
Fax	\$ _____	Photocopies	\$ _____
Telephone Expenses	\$ _____	Postage & Shipping	\$ _____
Cell Phone	\$ _____	Library & Research	\$ _____
Paging Service	\$ _____	Marketing & Practice Development	\$ _____
<i>Auto Travel (In miles)</i>		Technical Publications	\$ _____
Court Appearances	mi _____	Other:	\$ _____
Client Meetings	mi _____	<i>Travel - Out of Town</i>	
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	\$ _____
<i>Miscellaneous Expenses</i>		Other:	\$ _____
Liability Insurance	\$ _____	Other:	\$ _____
Subscriptions	\$ _____	Other:	\$ _____
Resumé	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____

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