

Salon Barber Organizer

Beauty and Salon Industry

Professional Fees and Dues

Association Dues
 Credentials
 License
 Professional Associations
 Union Dues
 Other: _____

Continuing Education

Correspondence Course Fees
 Continuing Education Course Registration
 Materials & Supplies
 Photocopy Expense
 Reference Material
 Seminar Fees
 Textbooks
 Other: _____

Telephone Expenses

Telephone Service (Including Voicemail)
 FAX Transmissions
 Paging Service
 Toll, Cellular, and Pay Calls
 Other: _____

Auto Travel

Miles Driven for Business Purposes
 Miles Driven for Job Seeking
 Parking Fees and Tolls
 Other: _____

Advertising Expenses

Postage
 Brochures
 Business Cards
 Referral Gifts
 Ads (Print, Radio, TV, etc)

Supplies & Expenses

Beauty Supplies
 Snacks/Coffee for Customers
 Magazines/Handouts for Customers
 A/V Materials, etc.
 Small Tools
 Scissors, Clippers, etc.
 Uniforms, Aprons, etc.
 Other: _____

Equipment Purchases

Cellular Phone
 FAX Machine, Calculator, and Copier
 Pager, Recorder, and Phone
 Computers and Printers
 Modems and computer peripherals
 Other: _____

Storefront/Office Expenses

Rent
 Utilities (Heat, Water, Garbage, etc)
 If Owned Bring Depreciation Schedule
 Improvements, Maintenance and Repair
 Real Estate Taxes
 Home Office: Total Living Area (sq. ft.)
 Area Used for Office (sq. ft.)
 Office Supplies (Stationary, Pens, Etc)
 Postage
 Copies
 Shipping

Other Expenses

Liability Insurance
 Professional Fees (Attorney, Accountant)
 Bank Charges & Fees
 Other: _____