Attorneys

Name: _____

Phone: _____

Professional Fees & Dues	
Association Dues	$
Credentials	$
License	$
Professional Associations	$
Union Dues	$
Other:	$

Continuing Education	
Correspondence Course Fees	$
Course Registration	$
Continuing Professional Education	$
Materials & Supplies	$
Photocopy Expense	$
Reference Material	$
Research Expense	$
Seminar Fees	$
Textbooks	$

Telephone Expenses	
Fax	$
Telephone Expenses	$
Cell Phone	$
Paging Service	$

Auto Travel	
Court Appearances	mi
Client Meetings	mi
Continuing Professional Education	mi
Practice Development	mi
Out of Town Business Trips	mi
Purchasing Job Supplies & Materials	mi
Professional Society Meetings	mi
Parking Fees & Tolls	$
Other:	mi

Misc Expense	
Liability Insurance	$
Subscriptions	$
Resume	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$

Equipment Purchases	
Cell Phone, Landline Phone	$
Fax Machine, Copier	$
Recorder, video camera	$
Computer, Printer	$

Supplies & Expenses	
Briefcase & Business Cards	$
Business Meals	$
Filing Fees	$
Clerical Service & Paralegal	$
Computer Software	$
Firm Meetings	$
Entertainment	$
Equipment Repair	$
Office Supplies	$
Client Gifts	$
Lexus/Nexus & other online charges	$
Accounting & Professional Fees	$
Photocopies	$
Postage & Shipping	$
Library & Research	$
Marketing & Practice Development	$
Technical Publications	$
Other	$

Travel-Out of Town	
Airfare	$
Car Rental, Bus Train, Subway	$
Parking & Tolls	$
Lodging	$
Meals	$
Porter, Maid, Laundry	$
Telephone Calls	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$