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EXAMPLE
BUSINESS EXPENSE CATEGORIES
inventory purchases for resale
job materials
accounting
advertising
bank charges
business gifts
car and truck expenses
car and truck purchases
collection fees
commissions
credit card fees & discounts
dues & subscriptions
equipment & furniture
grounds maintenance & landscaping (plowing, mulch, etc.)
insurance, health
insurance, other (auto, liability, workers' comp., malpractice)
interest expense
internet
janitorial
laundry
legal
licenses & permits
office supplies
meals & entertainment
parking and tolls
payroll
postage & delivery
printing
professional education
refunds to customers
rent – vehicles & equipment
rent – buildings, offices
repairs
security
storage
subcontract labor
supplies (cleaning & misc.)
taxes, real estate
taxes, payroll
telephone
tools
travel (hotel, airfare, etc; USE SEPARATE CATEGORY FOR MEALS)
uniform purchases
utilities