Real Estate Brokers and Professionals

Auto Travel (In miles)

Client Meetings	
Continuing Education	
Escrow & Loan Office Trips	
Out of Town Business Trips	
Showing Property	
Parking Fees ($)	
Tolls ($)	
Other:_____	

Travel - Out of Town

Airfare	
Car Rental	
Parking	
Bus, Subway, Train, & Taxi	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Porter, Bell Captain	
Laundry	
Bridge & Highway Tolls	
Telephone Calls (including home)	
Other:_____	

Professional Fees & Dues

Association Dues	
Chamber of Commerce	
License Fees	
Realty Board	
Other:_____	

Telephone Expenses

FAX Transmissions	
Cellular & Paging Service	
Pay Phone & Toll Calls	
On-Line Charges	
Other:_____	

Continuing Education

Correspondence Course Fees	
Materials, Supplies & Textbooks	
Seminars & Motivational Tapes	
Other:_____	

Supplies & Expenses

Advertising, Signs, Flags & Banners	
On-Line Service Costs	
Attorney & Appraisal Fees	
Bank Charges	
Briefcase	
Business Meals (enter 100%)	
Equipment Repair	
FAX Supplies	
Film & Processing	
Finders Fees	
Gifts, Flowers, & Greeting Cards	
Insurance - E. & O. and Liability	
Legal & Professional Services	
Lock Boxes, Keys & Locksmith	
Map Book & Map Software	
Multiple Listing Service	
Office Expenses	
Open House Expenses	
Photocopy Expenses	
Postage & Shipping	
Referral Fees	
Rent	
Repairs to Sell Listed Property	
Stationery	
Other:_____	

Equipment Purchases

Answering Machine	
Calculator	
Camera	
Computer Equipment	
Copy Machine	
FAX Machine	
Printer	
Recorder & Pager	
Telephone	
Modems and computer peripherals	
Other:_____	

Zipser's
ACCOUNTING SERVICE INC.
2009 FAITH HOME RD, CERES, CA 95307 | TEL: 209.537.0804 | FAX: 209.537.0044 | EMAIL: RZIPSER@ZIPSERINC.COM
ZIPSERINC.COM