Beauty Services Worksheet

Client _____ Tax Year _____

Accounting and Tax Preparation Fees		Notary Fees	
Accounting Software		Office Supplies	
Advertising- Business Cards		Office Supplies- Pens, Pencils, etc.	
Advertising- Magazines		Office Supplies- Water Delivery, Coffee, etc.	
Advertising- Other		Outside Services	
Advertising- Paper		Paging Service	
Advertising- Radio and Television		Payroll Paid to Others (W2s)	
Advertising- Signs		Payroll Taxes	
Alarm Equipment		Pest Control	
Alarm Service		Postage	
Association Fees		Printing	
Association Dues		Professional Services	
Bank Charges (Business Account)		Publications- Trade Books	
Bookkeeping		Publications- Trade Journals	
Briefcase		Referral Fees	
Business Travel- Luggage for Seminar Travel		Rent	
Business Credit Card Annual Fee		Small Tools (Clippers, Scissors, Nippers, etc.)	
Business Mileage @ ____cents per mile		Smocks	
Carrying cases for Supplies		Supplies	
Cleaning Supplies		Taxes	
Casual Labor		Telephone- Answering Service	
Clipboards		Telephone- Cellular Phone Charges	
Commissions Paid to Others		Telephone- Long Distance	
Cost of Goods Sold		Telephone- Other	
Credit Card Acceptance Service Fees		Telephone- Pay Phone Charges	
Delivery		Towels and Towel Services	
Dues- Professional Societies		Transportation Expenses	
Education- Books		Travel away from home (overnight)	
Education- Courses		Travel- Other	
Education- Continuing Education Courses		Uniforms- Shirts, Shoes, Repairs and Purchases	
Educations- Conventions		Uniform Cleaning or Laundry @ $1 per load	
Education- @ ___ cents per mile		Union Dues	
Education- Professional Development			
Education- Seminars		Equipment Purchased this year:	
Emblems for Nails		Equipment Depreciation (from prior years)	
Entertainment			
Equipment Repairs and Sharpening		MISCELLANEOUS SUPPLIES	
Equipment Rental		HAIR PRODUCTS	
Freight		Dyes	
Gifts (Max of $25 per person)		Shampoos and Conditioners	
Identification Cases		Hair Sprays	
Insurance		Other	
Interest on Business Debt		NAIL PRODUCTS	
Interest on Business Mortgage		Acrylics	
Legal Fees		Cotton Balls, Emery Boards, etc.	
Licenses		Silks	
Maintenance and Maintenance Contracts		Wraps	
Medical- Employee Related		Other	
Medical- Employee Related			
Medical- Owner Related		**TOTAL:**	