

## OCCUPATIONAL WORKSHEET FOR BUSINESS PROFESSIONALS

<b>Miscellaneous</b>		<b>Telephone &amp; Communications</b>
Business Cards		Long Distance
Clerical		Faxes
Computer Supplies		Pay Phone
Customer Lists		Wireless
Gifts		Second Line
Office Supplies		Pager
Postage		Answering service
Photocopying		Internet Service provider
Printing		DSL
Repairs		
Shipping		
Stationery		<b>Other</b>
Other		
<b>Professional</b>		<b>Equipment</b>
<b>Dues</b>		Attache Case
<b>E &amp; O Insurance</b>		Calculator
<b>Licenses</b>		Camera
<b>Memberships</b>		Desk
Publications		Chair
Seminars		Filing Cabinet
Continuing Education		Cell Phone
Resumes		Software
Other		Tape Recorder
		Telephone
		Other

TOTAL  
GRAND TOTAL

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