

Attorney



8409 Florence Ave. Suite 204
Downey, CA 90240
(562) 862-1040

We are located in the
LINDORA Building on the 2nd floor
in between Downey Ave. & Brookshire Ave.

<i>Professional Fees & Dues</i>		<i>Supplies & Expenses</i>	
Association Dues	\$	Briefcase & Business Cards	\$
Credentials	\$	Business Meals (enter 100% expense)	\$
License	\$	Filing Fees	\$
Professional Associations	\$	Clerical Service & Paralegal	\$
Union Dues	\$	Computer Software & Supplies	\$
Other: _____	\$	Firm Meetings	\$
<i>Continueing Education</i>	\$	Equipment Repari	\$
Correspondence Course Fees	\$	Fax Supplies	\$
Course Registration	\$	Gifts & Greeting Cards	\$
Continuing Professional Education	\$	Lexus/Nexus & other On-Line Charges	\$
Materials & Supplies	\$	Accounting & Professional Services	\$
Photocopy Expense	\$	Office & stationary Expenses	\$
Reference Material	\$	Photocopy Expenses	\$
Research Expenses	\$	Postage & Shipping	\$
Seminar Fees	\$	Library & Research Costs	\$
Textbooks	\$	Marketing & Practice Development	\$
Other: _____	\$	Technical Publications	\$
<i>Telephone Expenses</i>		Other: _____	\$
Fax transmissions	\$	<i>Equipment Purchases</i>	
Paging Service	\$	Cellular Phone	\$
Toll, Cellular, and Pay Calls	\$	Fax Machine, Calculator, and Copier	\$
Cellular Calls	\$	Pager, Recorder, & Phone	\$
Other: _____	\$	Computers & Printers	\$
<i>Auto Travel (In Miles/Preferrably Mile Log)</i>		Other: _____	\$
Court Appearances	MI	<i>Travel- Out of Town</i>	
Client Meetings	MI	Airfaire	\$
Continuing Professional Education	MI	Car Rental, Taxi, Bus, Train, & Subway	\$
Practice Development	MI	Parking & Tolls	\$
Out of Town Business Trips		Lodging (do not combine with meals)	\$
Purchasing Job Subllies & Materials	MI	Meals	\$
Professional Society Meetings	MI	Porter, Maid, & Laundry	\$
Parking Fees & Tolls (\$)	\$	Telephone calls (including home)	\$
Other: _____	MI	Other: _____	\$
<i>Miscellaneous Expenses</i>			
Liability Insurance-Business	\$		
Subscriptions	\$		
Resume	\$		