

Amount Paid:\$ \_\_\_\_\_

Paid Date: \_\_\_\_\_

Company Name(公司名字):	
Address (地址):	
Phone number(电话号码):	EIN:
E-mail (电子邮件):	
Period (年税周期): From _____ 年 ____ 月 to _____ 年 ____ 月	
Business type (公司经营类型): _____	

Sales Income: \$ \_\_\_\_\_  
(全年營業收入)

Other Income: \$ \_\_\_\_\_  
(其它收入)

Ending Inventory (庫存): \_\_\_\_\_

Expense (開支):

1	Purchase (貨錢)	\$
2	Advertising (廣告)	\$
3	Toll (過橋費)	\$
4	Gasoline (汽油費)	\$
5	Parking (泊車費)	\$
6	Insurance (保險)	\$
7	Legal Fee (律師費)	\$
8	Accounting Fee (會計費)	\$
9	Rent (租金)	\$
10	Store Repair (商店維修費)	\$
11	Auto repair (汽車維修費)	\$
12	Water & Sewer (水費)	\$
13	Utility (煤氣電費)	\$
14	Telephone (電話費)	\$
15	Internet Exp (上網費)	\$
16	Cleaning Exp (清潔費)	\$
17	Garbage Disposal (垃圾費)	\$
18	Office Exp (公司費用)	\$

19	License Fee (牌照費)	\$
20	Books & Supplies (書籍費)	\$
21	Equipment Rental (設備租費)	\$
22	Laundry (洗衣費)	\$
23	Entertainment (交際費)	\$
24	Real Estate Tax (地稅)	\$
25	Salary (工資)	\$
26	Meal (餐費)	\$
27	Dues & Subscription	\$
28	Education & Training	\$
29	Overnight Travel	\$
30		\$
31		\$
32		\$
33		\$
34		\$
35		\$
	Total Expenses (總開支)	\$

如果公司有買大型設備或店內裝修(如冰箱,汽車,等等)請填寫以下資料:

Description (內容簡介)	Date (買入時間)	Amount (價值)
Store construction fee (店面裝修費用)		

FOR REFERENCE ONLY. 此表仅供参考. 根据不同类型公司, 可自行修改开销项目.