

# What numbers do I need to track?

SERVICE ONLY

## GROSS SALES

### Seattle

- \_\_\_ Gross Sales /  
Worldwide
- \_\_\_ Gross Sales /  
Inside Seattle

### WA State

- \_\_\_ Gross Sales

### IRS

- \_\_\_ 1099-NECs
- \_\_\_ Other Payments

## EXPENSES

### IRS

#### Standard

- \_\_\_ Advertising
- \_\_\_ Car and Truck
- \_\_\_ Contract Labor
- \_\_\_ Insurance
- \_\_\_ Interest
- \_\_\_ Legal and Professional
- \_\_\_ Office Expense
- \_\_\_ Rent or Lease
- \_\_\_ Supplies
- \_\_\_ Taxes and Licenses
- \_\_\_ Travel
- \_\_\_ Meals
- \_\_\_ Utilities
- \_\_\_ Other-Bank/Money Proc. Fees
- \_\_\_ Other-Prof. Development
- \_\_\_ Other

#### Special

- \_\_\_ Depreciation
- \_\_\_ Shared Use
- \_\_\_ Home Office - Sq. Footage
- \_\_\_ Mileage

#### Payments

- \_\_\_ Estimated Quarterly Tax Payments sent in

What do YOU want to know?

- \_\_\_ Profit
- \_\_\_ Estimated Tax Amounts
- \_\_\_ Paycheck

- \_\_\_ Growth
- \_\_\_ Other?

