

**\*\*Suggested Labels for 12 Hanging  
File Folders**

1. Training and Education  
Seminar/Meeting Expenses
2. Travel: Airline Tickets, Car Rental, Hotel  
Parking and Toll Fees
3. Office Supplies, Postage/  
Shipping
4. Homeowner's or Renter's Expenses,  
Homeowner's & Condo Fees, Utilities
5. Office Equipment and Furnishings,  
Improvements and Repairs, Wages  
(children, housekeeper, etc.)
6. Entertainment, Gifts
7. Vehicle #1 Expenses  
(Mileage Log Suggested)
8. Vehicle #2 Expenses  
(Mileage Log Suggested)
9. Qualifying Orders, Sales Income
- 10 Demos/Samples, Advertising, Printing,  
Copying and Marketing Materials
11. Telephone, Internet Fees, Contract  
Services, Lead Generation
12. Miscellaneous