|  |  |  |
| --- | --- | --- |
| **Company name:** |  **Period:\_\_/\_\_/\_\_\_\_to\_\_/\_\_/\_\_\_\_**  |  |
|  **EXPENSE SUMMARY (费用支出总结)** |
| ITEMS(项目) |  AMOUNT(数目)  | REMARK(备注) |
| Sales (营业额) |   |   |
| Cost of Goods Sold(总货钱): |   |   |
| Advertising and Promotion(广告费): |   |   |
| Business Travel( 商务旅行费用:机票旅馆等): |   |   |
| Business Licenses and Permits(执照费） |   |   |
| Bank Service Charges （银行服务费） |   |   |
| Charitable Contributions (慈善机构捐助费): |   |   |
| Computer Expense (电脑&网络费用): |   |   |
| Contract Worker(合同工费用): |   |   |
| Credit Card Fee（信用卡服务费） |   |   |
| Vehicle (汽油,停车,修理费): |   |   |
| Insurance Expense(保险费): |   |   |
| Janitorial & Cleaning (清洁清理费 ): |   |   |
| Office Supplies(办公费用): |   |   |
| Pest Control(杀虫费): |   |   |
| Professional Fees(会计律师费用): |   |   |
| Rent Expense(房租费用): |   |   |
| Repairs and Maintenance(修理维护费用): |   |   |
| Security Expense(安全系统费用): |   |   |
| Supplies(餐馆日用品): |   |   |
| Taxes and Licenses (税钱和执照费) |   |   |
| Telephone Expense(电话费): |   |   |
| Uniforms(制服费): |   |   |
| Utilities(电费,煤气费,水费): |   |   |
| Wages: (员工工资) |   |   |
| Waste(垃圾费): |   |   |
| Others (其它): |   |   |
|  |  |  |

The figures/amounts above were provided by me (us) to the tax preparer at Triangle Accounting, Inc. I (we) have reviewed the information and to the best of my (our) knowledge and belief, it is accurate, true, correct, and complete. Triangle Accounting, Inc. has made me aware that me (us) requested by law to retain all my records for at least three years.

以上由我(们)提供给三角会计师事务所的报税金额是准确，真实，正确和完整的。三角会计师事务所已告知我（们），依据税法，我（们）需自己保留好所提供数据的收据或证据至少三年。

签名(Signature)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

姓名（Print Name）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 日期 (Date) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_