

Artist Business Income & Expenses Checklist

Income/Sales

Gallery sales
Online sales (Etsy/Ebay/Shopify etc.)
Commissions
Grants

Expenses

General office expenses

Utilities
Studio rent
Phone/Internet
Outsourcing/ Contract Labor
Business Lic.

Travel

Mileage/Airfare
Rental car costs & expenses (ex: gas)
Metro/subway/train/bus costs
Meals while traveling
Rideshare (Uber, Lyft, Taxi)

Promotion

Advertising (inc. facebook/instagram boosts)
Representation fees

Miscellaneous

Shipping costs
Tools/Equipment
Memberships/Residencies
Truck rental
Storage costs
Research & development
Photography/photo processing
Framing
Books

Fees

Bank fees
Processing (Paypal/Venmo/Square)
Museum fees
Juried show fees
Trade show fees

Technology

Website costs
Domain registration
Software costs/subscriptions
Online storage costs/subscriptions
Computer/electronic devices

Supplies

Art supplies
Packing supplies