



**Usage Diary for Home office
(Computer, Phone, Internet,
etc)***

**Please use a separate usage diary for every item*

Item Being Diarised _____

% Business _____

% Private _____

Start Date ____/____/____

Finish Date ____/____/____

Day	Private	Business	Signature
1			
2			
3			
4			
5			
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24			
25			
26			
27			
28			
29			
30			
31			
Total			