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Name _____ Year _____

If this is your first year, give your start date _____

MARY KAY WORKSHEET

THIS IS AN INFORMATION WORKSHEET FOR OUR CLIENTS
 PLEASE CALL IF YOU HAVE ANY QUESTIONS

_____ Total Sales (Including Tax) _____ Commissions _____ Prizes

_____ Beginning Inventory (At your Cost)
 _____ Section 1 Purchases (Your cost-from packing slips)
 _____ Personal Use Product (Your cost-unseen-physically cannot see)
 _____ Closing Inventory (At your cost)

_____ Advertising (PCP, PINK!, etc)
 _____ Insurance on Mary Kay Product
 _____ Interest on Loan /Credit Card
 _____ Dry Cleaning
 _____ Legal & Professional
 _____ Office/Bookkeeping Expenses
 _____ Weekly Meeting Fees
 _____ Supplies

Telephone & Communication Expenses:

_____ Mary Kay Long Distance
 _____ Second Phone Line
 _____ Home Phone Add-Ons
 _____ Cell Phone
 _____ Voice Mail
 _____ Internet Access

_____ Sales Tax Paid (from packing slips) **Current Year Assets Purchased:**

| | Date | Amount | Description |
|---|-------|--------|-------------|
| _____ Travel Expenses | _____ | _____ | _____ |
| _____ Meals and Food | _____ | _____ | _____ |
| _____ Bank charges on Mary Kay Acct | _____ | _____ | _____ |
| _____ Propay Fees | _____ | _____ | _____ |
| _____ Dues & Publications | _____ | _____ | _____ |
| _____ Postage | _____ | _____ | _____ |
| _____ Freight Expense (from packing slip) | | | |
| _____ Section 2 (from packing slip) | | | |
| _____ Workshops | | | |
| _____ Misc. (description) | | | |

Vehicle Expenses:

_____ Total Vehicle Miles

_____ Total Mary Kay Miles

_____ Purchase Price

_____ Gas, oil, repairs, etc.

_____ Tags

_____ Lease Payments

_____ Interest on loan

_____ Insurance

Office In Home Expenses

_____ Utilities (gas, electric, water, sewage, garbage & cable)

_____ Telephone Base rate (for the year)

_____ Insurance (home/renter)

_____ Rent for Renters

_____ Repairs/Maintenance

_____ Real Estate Taxes

_____ Mortgage Interest

_____ Sq. Foot of home/apartment

_____ Sq. Foot of Mary Kay usage

_____ Cost of home

_____ Purchase Date