



Name _____ Year _____
If this is your first year - Give Start Date _____

MARY KAY WORKSHEET
THIS IS AN INFORMATION WORKSHEET FOR OUR CLIENTS
CALL IF YOU NEED HELP WITH IT.

- _____ Total Sales (Bottom Line - Including Tax _____ Commissions _____ Prizes
- _____ Beginning Inventory (At Your Cost or 50% of Retail)
- _____ Section 1 Purchases (From Packing Slips - At Your Cost)
- _____ Personal Use Product (Unseen - Physically Can Not See - At Your Cost)
- _____ Closing Inventory (At Your Cost or 50% of Retail)
- _____ Advertising (Preferred Customer, Cards, PINK!, etc.)
- _____ Vehicle Expenses:
 - _____ Purchase Price _____ Gas, Oil, Repairs, etc. _____ Tags
 - _____ Lease Payments _____ Interest on Loan _____ Insurance
- _____ Insurance Rider on Mary Kay Product
- _____ Interest on Business Loan or Credit Cards used ONLY for Mary Kay
- _____ Laundry and Dry Cleaning
- _____ Legal, Accounting, and Professional Fees
- _____ Office or bookkeeping Expenses (To Keep Track of Your Business)
- _____ Rent/Lease Paid on Equipment (Copiers, etc.)
- _____ Weekly Meeting Fees
- _____ Supplies (What You Use To Do Your Business)
- _____ Sales Tax Paid to Mary Kay (From Packing Slips)
- _____ Travel Expenses (Hotel, Cab, Parking, Airfare, etc.)
- _____ Meals and Food (Business Dinners, Open House, etc.)
- _____ Telephone and Communication Expenses:
 - _____ Mary Kay Long Distance _____ Cell Phones & Pagers
 - _____ Second Phone Line _____ Voice Mail Fees
 - _____ Home Phone Add-ons _____ Internet Access
- _____ Bank Charges on Mary Kay Account
- _____ Credit Card Processing Fees (When a Customer Charges Something with you)
- _____ Dues and Publications that Increase Your Professionalism
- _____ Postage
- _____ Freight Expenses (From Packing Slips)
- _____ Section 2 (From Packing Slips)
- _____ Workshops (Career Conference, Dallas, etc.)
- _____ Misc. (description) _____

Office In Home Expenses:

- _____ Utilities (Gas, Electric, Water, Sewage, Cable & Garbage)
- _____ Telephone Base Rate (For the Year)
- _____ Rent for Renters
- _____ Insurance (Homeowners or Renters) _____ Repairs and Maintenance
- _____ Real estate Taxes _____ Mortgage Interest
- _____ Sq. Foot Of Home or Apartment _____ Sq. Foot of Mary Kay Usage
- _____ Cost of Home _____ Purchase Date

DON'T FORGET!!!

_____ Total Miles For The Year _____ Mary Kay Miles For The Year