

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

MARY KAY WORKSHEET
THIS IS AN INFORMATION WORKSHEET FOR OUR CLIENTS

_____ 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 Can Not See)
 _____ Closing Inventory (At Your Cost)

_____ Advertising (PCP, Website, etc.)
 _____ Insurance on Mary Kay Product
 _____ Interest on Loan or Credit Card
 _____ Dry Cleaning
 _____ Legal and Professional
 _____ Office or Bookkeeping Expenses (Apps)
 _____ Meeting Fees/Booth Rent
 _____ Supplies
 _____ Sales Tax Paid
 _____ Travel Expenses
 _____ Meals and Food
 _____ Bank Charges on Mary Kay Account
 _____ Propay Fees/Credit Card Fees
 _____ Dues and Publications
 _____ Postage
 _____ Freight Expense (From Packing Slips)
 _____ Section 2 (From Packing Slips)
 _____ Workshops

Telephone and Communication Expenses:
 _____ Cell Phone
 _____ Internet Access

Current Year Assets Purchased:

| Date | Amount | Description |
|-------|--------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Other Expenses:

| Amount | Description |
|--------|-------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Vehicle Expenses:

_____ Total Vehicle Miles _____ Total Mary Kay Miles
 _____ Purchase Price _____ Gas, Oil, Repairs, etc. _____ Tags
 _____ Lease Payments _____ Interest on Loans _____ Insurance

Office In Home Expenses:

_____ Utilities (Gas, Electric, Water, Sewage, Garbage, & Cable)
 _____ Telephone Base Rate (For The Year) _____ Insurance (Homeowners or Renters)
 _____ Rent for 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