



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

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

Telephone and Communication Expenses:
_____ Mary Kay Long Distance
_____ Second Phone Line
_____ Home Phone Add-ons
_____ Cell Phone
_____ Voice Mail
_____ Internet Access

Current Year Assets Purchased:

Table with 3 columns: Date, Amount, Description

_____ 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 (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