

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