



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

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

\_\_\_\_\_ Total Sales (Bottom Line - Including Tax from Hostess & Customer Order Forms)  
\_\_\_\_\_ Non Employee \_\_\_\_\_ Other Income

\_\_\_\_\_ Returns  
\_\_\_\_\_ Jewelry cost for Resale + Hostess Half-Price Selections (Home Show Order Form)

\_\_\_\_\_ Demonstrator Products purchased this year

\_\_\_\_\_ Advertising (Cards, Etc.)

\_\_\_\_\_ Bad Debts (Only if amount was included in income)

\_\_\_\_\_ Vehicle Expenses:

\_\_\_\_\_ Purchase Price \_\_\_\_\_ Gas, Oil, Repairs, etc. \_\_\_\_\_ Tags  
\_\_\_\_\_ Lease Payments \_\_\_\_\_ Interest on Loan \_\_\_\_\_ Insurance

\_\_\_\_\_ Insurance Rider on Inventory and Supplies

\_\_\_\_\_ Interest on Business Loan or Credit Cards used ONLY for your Business

\_\_\_\_\_ 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.)

\_\_\_\_\_ Rent Paid (Meeting Rooms or Booths)

\_\_\_\_\_ Supplies (What You Use To Do Your Business)

\_\_\_\_\_ Sales Tax Collected (Home Show Order Form)

\_\_\_\_\_ Travel Expenses (Hotel, Cab, Parking, Airfare, etc.)

\_\_\_\_\_ Meals and Food (Business Dinners, Open House, etc.)

\_\_\_\_\_ Telephone and Communication Expenses:

\_\_\_\_\_ Business Long Distance \_\_\_\_\_ Cell Phones & Pagers  
\_\_\_\_\_ Second Business Line \_\_\_\_\_ Voice Mail  
\_\_\_\_\_ Home Phone Add-Ons \_\_\_\_\_ Internet Access

\_\_\_\_\_ Credit Card Processing Fees (When a Customer Charges Something)

\_\_\_\_\_ Dues and Publications that Increase Your Professionalism

\_\_\_\_\_ Freight Expenses (From HS Order Form) \_\_\_\_\_ Postage

\_\_\_\_\_ Workshops (Career Conference, Etc.)

\_\_\_\_\_ Training Expenses

\_\_\_\_\_ Incentive Expenses \_\_\_\_\_ Jeweler Share (Order Form)

\_\_\_\_\_ Hostess Bonus Plan Awards from Company

\_\_\_\_\_ 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)

\_\_\_\_\_ Real estate Taxes

\_\_\_\_\_ Sq. Foot Of Home or Apartment

\_\_\_\_\_ Cost of Home

\_\_\_\_\_ Repairs and Maintenance

\_\_\_\_\_ Mortgage Interest

\_\_\_\_\_ Sq. Foot of Premier Usage

\_\_\_\_\_ Purchase Date

DON'T FORGET!!!

\_\_\_\_\_ Total Miles For The Year

\_\_\_\_\_ Business Miles For The Year