



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:**

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