

End of the Year to Do List:

✓ **Count your inventory**

You will want to physically count every section 1 item you have in stock. Record this on an order form and total it as retail. Divide by 2 so you have a wholesale cost of your inventory.

✓ **Log your end of the year mileage**

Note the mileage at the end of the year on your vehicle.

✓ **Total your Purchases Envelope**

Total each column.

You will have a total of:

- Purchases for Section 1 (retail product for sale),
- Section 2 (supplies),
- Tax on Section 2 Purchased and
- Shipping.

✓ **Total your Weekly Accomplishments Sheets**

This gives you your total retail, sold for the calendar year.

✓ **Total your Expense Envelope by Category**

Be sure to include any items taken from stock to be used as demonstrators.

✓ **Number your sales receipts beginning with number 1 for the new calendar year**

Beat your month from the prior year & have business growth.

✓ **Put together New Tracking Envelopes for the New Year**