

Independent Beauty Consultant Expense Tracking Form

Month/ Year	First Week	Second Week	Third Week	Fourth Week		Month Total
Products / Sales / Classes						
Product / Section 1 Items						
Customer Product Refunds						
Dovetail Expense						
Hostess Gifts / Section 2 Items						
Non-Recoverable Sales Tax						
Personal Use Product (w/o tax)						
Other						
Total Products / Sales / Classes Expenses						
Communication / Office						
Mary Kay® Personal Web Site Subscription						
Preferred Customer Names						
Dues / Publications						
Letters / Cards						
Office Expenses						
Postage / Freight						
Printing / Copying / Faxing						
Supplies						
Telephone / Long Distance						
Other						
Total Communication / Office Expenses						
Events / Entertainment						
Air / Hotel / Transportation						
Career Conference / Seminar						
Meals / Entertainment						
Other						
Total Events / Entertainment Expenses						
Banking						
Bank Service Charge						
Business Loan Payment						
Credit Card Processing Fees						
Other						
Total Banking Expenses						
Miscellaneous						
Automobile*						
Legal / Accounting Fees						
Debt						
Other						
Other						
Total Miscellaneous Expenses						
Total Expenses						

Not all categories represented above reflect items deductible on your individual tax return. Please consult your personal tax adviser.

*For automobile expenses, you may either itemize your expenses or list your total miles driven.