

# Independent Beauty Consultant Expense Tracking Form

Quarter/Year:	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Annual Total
<b>Products / Sales / Classes</b>					
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					
<b>Total Products / Sales / Classes Expenses</b>					
<b>Communication / Office</b>					
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					
<b>Total Communication / Office Expenses</b>					
<b>Events / Entertainment</b>					
Air / Hotel / Transportation					
Career Conference / Seminar					
Meals / Entertainment					
Other					
<b>Total Events / Entertainment Expenses</b>					
<b>Banking</b>					
Bank Service Charge					
Business Loan Payment					
Credit Card Processing Fees					
Other					
<b>Total Banking Expenses</b>					
<b>Miscellaneous</b>					
Automobile*					
Legal / Accounting Fees					
Debt					
Other					
Other					
<b>Total Miscellaneous Expenses</b>					
<b>Total Expenses</b>					

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.