

# 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					\$0.00
Customer Product Refunds					\$0.00
Dovetail Expense					\$0.00
Hostess Gifts / Section 2 Items					\$0.00
Non-Recoverable Sales Tax					\$0.00
Personal Use Product (w/o tax)					\$0.00
Other					\$0.00
<b>Total Products / Sales / Classes Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Communication / Office</b>					
Mary Kay® Personal Web Site Subscription					\$0.00
Preferred Customer Names					\$0.00
Dues / Publications					\$0.00
Letters / Cards					\$0.00
Office Expenses					\$0.00
Postage / Freight					\$0.00
Printing / Copying / Faxing					\$0.00
Supplies					\$0.00
Telephone / Long Distance					\$0.00
Other					\$0.00
<b>Total Communication / Office Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Events / Entertainment</b>					
Air / Hotel / Transportation					\$0.00
Career Conference / Seminar					\$0.00
Meals / Entertainment					\$0.00
Other					\$0.00
<b>Total Events / Entertainment Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Banking</b>					
Bank Service Charge					\$0.00
Business Loan Payment					\$0.00
Credit Card Processing Fees					\$0.00
Other					\$0.00
<b>Total Banking Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Miscellaneous</b>					
Automobile*					\$0.00
Legal / Accounting Fees					\$0.00
Debt					\$0.00
Other					\$0.00
Other					\$0.00
<b>Total Miscellaneous Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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.