



**ADVERTISING**  
(Publications and Booth Rentals)



**INSURANCE**  
(Product Protection Insurance and General Liability Insurance)



**PROMOTIONS**  
*\*Directors Only*  
(Prizes Purchased & Contest Flyers)



**BANK FEES**  
(Bank Fees & NSF Checks)



**INTEREST & PROPAY**  
(Interest on your Business Loan and Credit Card Processing Fees)



**SALES**  
(Weekly Accomplishment Sheet w/receipts stapled to them and Deposit Slips)



**CHILD CARE**  
(Child Care while working your MK Business)



**LABOR**  
(Employee Timesheets and Contract Labor Invoices)



**SALES AIDS**  
(Income Advisory Statement, Sec. 2, Personal Website, PCP, Director Order Sheet, Buzz Kits, Unit Seminar Awards, MKF Donations from Orders)



**DATE BOOK**



**LEDGERS**  
(Retail, Business & Events)



**TAX PREPARATION**  
(Receipt from your CPA)



**DEMO'S**  
(Product pulled for Demo @ Cost plus tax on retail)



**DISCONTINUED & EXPIRED PRODUCT**  
(Product not in current catalog or expired @ cost)



**MEALS & ENTERTAINMENT**  
50% Coffees, Lunches, Travel  
100% Food at a Meeting or Event



**TELEPHONE**  
(Billing Statements for Cell Phone & Voyer Pro)



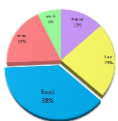
**EQUIPMENT**  
(Purchases: Cell Phone, iPad, Computer, Printer, Book Case, Desk etc.)



**MISCELLANEOUS**  
(Beauty Coat, Red Jacket & Director Suit)



**TRAINING**  
(Meeting Fees, Local Events, Business Related Books, Cd's & Digital)



**EVENT EXPENSES**  
*\*Directors Only*  
(Training Center Rent or Hotel Expenses, Event expenses – not food)



**OFFICE EXPENSE**  
(Paper, Ink, Staples, Cotton Pads, Apps & Software)



**TRAVEL**  
(Airfare, Rental Car, Lodging, Tips & Dry Cleaning)



**EVENT INCOME**  
*\*Directors Only*  
(Weekly Success Sign In Log, Bank Deposit slips & room fees paid)



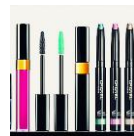
**OTHER INCOME**  
(Monthly Commission Statements, Dovetail, Income Advisory Statement & 1099-MISC)



**VEHICLE EXPENSE**  
(Mileage Log, Receipts for Gas & Oil Changes...take a picture of your odometer reading on 12/31)



**FREIGHT**  
(Packing slips from MK orders & CDS orders)



**PERSONAL USE**  
(Products pulled for yourself & household @ cost)



**WHOLESALE ORDERS**  
(Packing slips from Mary Kay orders & Product Replacement)



**HOME OFFICE EXPENSE**  
(Rent Receipts, Renters or Home Owner's Insurance, Maintenance, Repairs, Utilities...Take a photo of your home office on 12/31)



**POSTAGE**  
(All postage used to facilitate and promote your business)



**WORKSHOPS**  
(Career Conference, Seminar, Leadership & Retreats)