

CONSULTANT
SCHEDULE C TALLY SHEET

January 1 — December 31

BEGINNING INVENTORY—SECTION I ONLY + _____
(January 1, taken from last year-end inventory. DO NOT count Section II)

TOTAL WHOLESALE PURCHASES + _____
(Taken from last print-out sheet)

YOUR PERSONAL COSMETIC USE (wholesale — no tax, no gifts) - _____

**ENDING AMOUNT OF WHOLESALE PRODUCT ON YOUR SHELF
AS OF DECEMBER 31** - _____

(A) COST OF GOODS SOLD = _____

TOTAL RETAIL SALES + _____
(Taken from Weekly Accomplishment Sheets—no tax)

MINUS REFUNDS - _____
(Section I product given away)

(A) MINUS COST OF GOODS SOLD - _____

(B) EQUALS ACTUAL SALES INCOME = _____

I. INCOME

Your actual sales income (B) from Weekly Accomplishments + _____

Your total recruiting commission (taken from 1099 form) + _____

Prizes won (figure taken from 1099 form) + _____

Dovetail fees paid you by another consultant + _____

(C) ACTUAL INCOME TOTAL = _____

II. DEDUCTIONS

ADVERTISING (posters, booths, retail display products plus tax, business gifts plus tax, raffle gifts and Preferred Customer costs) _____

BANK SERVICE CHARGES (Money Order charges, check service charges, annual credit card fees and fees from Pro-Pay) _____

MEMBERSHIP FEES (Sam's Club, Costco, Professional Clubs) _____

CAR EXPENSE

Starting odometer reading _____

Ending odometer reading _____

Total mileage (keep daily log) @ current mileage allowance _____

**Repairs/insurance/lease car payments (gas, oil, car wash)
document percentage (must use if Mary Kay-leased car)** _____

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Parking/tolls _____
Product insurance from Mary Kay or rider on Homeowners Policy _____
Dry cleaning (Red Jacket Uniform) _____
Cost of Red Jacket and accessories _____
Office expenses (rubber stamp, product labels, stapler, folders, business cards, notebooks, stationery, and other office supplies _____
Postage (save ALL receipts) stamps, packages, UPS _____
Legal Fees (tax preparation) Take full amount here _____

Non-recovered sales tax on gifts given away or personal use (not hostess credit) _____
Office equipment (computer, phone, desk, files, filing cabinet, calculators, copy machine, tone, service, fax machine) _____

Demo Supplies
Sales aids and tax from Mary Kay taken from Section II (on your print out from each order, plus freight and phone charges _____
Cell phone expenses (business only) _____
Cost of call-waiting or extra service _____
Long distance related to Mary Kay _____
Dovetail paid to other consultants _____
Starter Kit cost if you bought one this year _____
Class expenses (wash cloths, cotton balls, Q-Tips, hostess contests) _____
Workshops _____
Magazines, books, tapes and educational or professional aids _____
Educational Videos or DVD's _____
Meeting room fees _____
Open House supplies _____
100% if entertainment expenses (shows, classes, facials in your home _____

TRAVEL EXPENSES:

Seminar, Career Conference, Retreats, Unit Trips
Airfare _____
Hotel _____
Cabs _____
Tips _____
Registration Fees _____
Food _____

Travel Total _____

Husband expenses are debatable (keep Seminar notebook). Check with your accountant.

DEDUCTIONS TOTAL _____