

Accordian File for Tax Purposes

- ❖ Gross receipts/Sales = Sales tickets & weekly accomplishment sheets
- ❖ Returns & allowances i.e. bad checks & service fees
- ❖ Other Income - commission statements & check stubs
- ❖ Advertising - i.e. business cards, product donations, fair booths, etc.
- ❖ Auto expenses
- ❖ Commission paid out to other who help you
- ❖ Depreciation - any items you purchase for MK business over \$100
- ❖ Insurance - MK related (protect inventory coverage)
- ❖ Interest - money going out i.e. credit card co., lender
- ❖ Legal - professional services i.e. tax man
- ❖ Office supplies - postage, paper, pens, etc.
- ❖ Rent or lease - equipment
- ❖ Repairs & Maintenance - on business equipment
- ❖ Sales supplies - cotton balls, section 2 items, film processing , copying charges, equipment less than \$100
- ❖ Travel - mileage, airfare, meals, entertainment
- ❖ Utilities - cell phone, etc.
- ❖ Other expenses - meeting expenses
- ❖ Purchases/personal use i.e. hostess gifts, other gifts from section 1 product

Things for Party

- ❑ Mirrors
 - ❑ Disposable trays
 - ❑ Cotton balls
 - ❑ Q-tips
 - ❑ Headbands
 - ❑ Washcloths/beauty wipes
 - ❑ Foundation to sample from
 - ❑ Sponge-tip applicators
 - ❑ Pens
 - ❑ Sales tickets
 - ❑ Profile cards
 - ❑ Date book
 - ❑ 'Look' book
 - ❑ Beauty books
 - ❑ (my samples)
 - ❑ (Hostess gift)
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Weekly Phone Chat

Hi, _____!

Do you have a quick minute? I am so excited. I am finally launching my Mary Kay business, officially! I need to borrow your face to finish my training. Is there any reason we couldn't get together this week or next and let me treat you to a Mary Kay facial? We're gonna have a blast! Which week would be better for you?

Evenings or weekends better?

I have an opening on ____, would 9 or 10 be better for you?

Beginning of week or end of week?

Any reason you wouldn't want to share it with a couple of girlfriends and earn some free product?

Either way is fine with me, but you may feel more comfortable with some of your girlfriends.

Set location.