

**Independent Sales Directors Expense Tracking Form**

Quarter/Year	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Annual Total
<b>Products/Sales</b>					
Product/Section 1 Items					0
Section 2 Orders					0
Section 2 Sales Tax					0
Promotions					0
Hostess Credit					0
Demonstration Supplies					0
Gifts/Donations					0
Other					0
<b>Total Products/Sales/Expenses</b>	0	0	0	0	0
<b>Communication/Office</b>					
MK Personal Web Site Subscription					0
Preferred Customer Names					0
Office Expenses					0
Postage/Shipping					0
Supplies					0
Phone					0
Office Assistant					0
Other					0
<b>Total Communication/Office Expenses</b>	0	0	0	0	0
<b>Events/Travel/Entertainment</b>					
Air/Hotel/Transportation					0
Meals/Entertainment/Tips					0
Work Shops					0
Leadership					0
Career Conference					0
Seminar					0
Unit/Team Promotions					
Retreat					0
Other					0
<b>Total Events/Travel/Entertainment</b>	0	0	0	0	0
<b>Banking</b>					
Bank Service Charge					0
Business Loan Payment					0
Credit Card Processing Fees/Propay					0
Other					0
<b>Total Banking Expenses</b>	0	0	0	0	0
<b>Automobile Expenses</b>					
Maintenance					0

Tolls/Parking					0
Fuel					0
Mileage					0
<b>Total Automobile Expenses</b>	0	0	0	0	0
<b>Miscellaneous</b>					
Child Care					0
Printed Literature( Glamour Magazine etc)					0
Dry Cleaning					0
Legal /Accounting Fees					0
Debt					0
Advertising ( nails, hair , ads)					
Other					0
<b>Total Miscellaneous Expenses</b>	0	0	0	0	0
<b>End of Year Inventory (wholsale)</b>					
<b>Total Expenses</b>	0	0	0	0	0