

Mileage (USE Datebook or Mapquest sheets)

Retail Sales

\$ _____

Commisson Check:

\$ _____

Product Section 1 Given away

\$ _____

Product Sec 1 demo

\$ _____

Product Sec 1 personal use

\$ _____

Product Sec 1 gifts

\$ _____

Section 2

\$ _____

Non-recoverable Sales Tax*

\$ _____

Postage

\$ _____

Meetings/local training exp

\$ _____

Lunch/dinners

\$ _____

Business Supplies

\$ _____

Travel Expenes (meals)

\$ _____

Travel Hotel & transportation

\$ _____

Shipping Charges (on orders)

\$ _____

Tolls/parking

\$ _____

Cell phone (deduct 50-80%)

\$ _____

Internet (deduct 50-80%)

\$ _____

Copies and duplication/printing

\$ _____

MK Connections Purchases

\$ _____

Propay Fees/Bank service fees

\$ _____

Laundry/Dry Cleaning professional attire

\$ _____

Clothing for MK only

\$ _____

Equipment

\$ _____

Cash refund made

\$ _____

Preferred Customer Program

\$ _____

Cello bags/packaging/Wrapping

\$ _____

*sales tax if you gave away any section 1 product or discounted it and did not collect the tax on the FULL RETAIL amount of it this is what goes here