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| Sales  Copies of Sales Tickets from products Sold to Customers & Bank Slips |  | Personal Use Product Log  Log of the w/s cost of sec 1 products used for personal use |  | Travel  Out of Town Business Expenses: Airfare, car Rental, Lodging , Tips, Conference Fees. |
| Other Income  Monthly Commission Statements, Dovetail Payments Received, Income Advisory Statement & 1099-MISC |  | Advertising  Newspaper Advertisements, Unit App, Unit Website & Booth Rentals |  | Event Income  Weekly Success Mtg Sign in Log , Bank Deposits, Room Fees Paid |
| Credit Card Fees  Monthly ProPay Completed Transaction Statements |  | Telephone  Billing Statements for ALL Cell Phones & Landlines available. Voxer Pro Subscription |  | Event Expenses  Training Center Rent Expense, Hotel Fees, |
| Labor  Employee Timesheets & Contract Labor Invoices |  | Auto  Mileage Log, Photo of Odometer Dec 31st, Gas Receipts, Repairs & Maintenance , Insurance, Interest on car loan, Parking , Tolls, Etc. |  | Promotions  Prizes Purchases, Contest Flyers, Director Order Sheet Order |
| Sales Aids  Found on Income Advisory Statement issued by company @ end of year. Inc Section 2 supplies , personal website , pcp, director order sheets, buzz kits |  | Equipment  Purchases such as Cell Phone, Computer, Tablet, Printer, Bookcase, Desk, etc |  | Miscellaneous  Any other expense category not listed else where. |
| Office Expense  Toner, Paper, Staples, Tape , Pens, etc |  | Interest  Interest on loans & Business loans |  |  |
| Home Office Expense  Maintenance Repairs, Utilities, Taxes, Etc. |  | Insurance  Product Protection Insurance & General Liability Insurance |  |  |
| Postage  Cost of Shipping Products Direct to Customers (non CDS), Stamps, Postage Meter Rentals |  | Meals & Entertainment  50% Discount |  |  |
| Freight  Packing Slips for all Section 1 & 2 orders, Receipts for CDS Orders |  | Meals & Entertainment  100% Deductible |  |  |
| Demo Product Log  Log of Wholesale Cost Sec Products used for Demo |  | Training  Success Meeting Dues  Business Related Books |  |  |