

ORGANIZING

YOUR

TUPPERWARE BUSINESS

with
MARION WRIGHT

Calculated Success
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ORGANIZING YOUR BUSINESS

WHAT SUPPLIES DO I NEED?

1. Box
2. Hanging Files
3. File Folders
4. Envelopes

NOW WHAT?

1. Organize hanging files by category
(see separate list)
2. When in doubt - - - keep it!!!
(it is easier to throw something out when you find out you don't need it for tax purposes, rather than having to reconstruct it, or get copies.

WHY PAY MORE TAXES! CLAIM EVERYTHING YOU CAN!

HANGING FILES BY CATEGORY

HANGING FILES:

Car:

FILE FOLDERS/ENVELOPES:

Mileage Records
Gas & Oil
Repairs & Maintenance
Insurance
Car Washes
Parking
Car Purchase

Home:

Heat
Hydro
Insurance
Maintenance
Mortgage/Taxes/Rent

Sales:

Sales Back-up

Other Income:

Other

Purchases:

Order Printouts
Sales Supplies

Other:

Accounting/Collection/Legal
Advertising/Promotion
Seminar/Career Conferences
Meetings/Training Costs
Delivery/Freight
Computer/Other Equipment Rental
Insurance
Bank Statements
Visa
Mastercard
Meals/Entertainment
Travel

Office:

Postage
Office Supplies

Telephone - Long Distance

Equipment:

Equipment Purchases
Equipment Information

Personal

Personal Product Purchases
Income Tax Slips

Tupperware Meetings
Director

CONSULTANT NAME_____ **YEAR ENDING**_____

CAR EXPENSES

Odometer reading at beginning of year _____

Odometer reading at end of year _____

Total km. driven in taxation year to earn income _____

Total km. driven in taxation year _____

Total gas and oil expenses _____

Total repairs and maintenance _____

Total insurance expense _____

Total license _____

Total car washes _____

Total short term rentals _____

Total lease payments (if car is leased) _____

Total interest on money borrowed to purchase car _____

Capital Cost Allowance:

- when did you buy the car _____

- how much did it cost _____

Total parking (business only) _____

CONSULTANT NAME _____ **YEAR ENDING** _____

OTHER INFORMATION

Add back a reasonable amount of saleable products consumed _____

CONSULTANT NAME: _____ **YEAR ENDING:** _____

BUSINESS USE OF HOME

Percentage of your home used for business
(based on square footage)

Total heat

Total hydro - electricity

Total insurance

Total repairs and maintenance

Total mortgage interest

Total property taxes

Or total rent

Other

LONG DISTANCE TELEPHONE CALLS

DATE	PARTY CALLED	#CALLED	BILL TO
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