

# Business Organization For lia sophia Advisors

## Part II

I. **Auto Organization** - To enable you to have your business with you at all times. By keeping everything in a secure file in your car, all of your material will remain looking professional. Here are some things that should be kept with you while you are out and about in your car.



- 3 Hostess Packets
- 3 Opportunity Packets
- 3 Catalog Show on-the-go Tote Bags - Tote Bag from Wholesale Accessory Market (\$2.95) with a \$1 store calculator and pen, catalogs, sales slips, and outside order instruction sheet all inside the Tote Bag.
- 5 or more Catalogs that have a sticker on the front of the Catalog with an incentive for an order or booking a show as well as a sticker with How to Place an Online Order on my Website.
- 5 Sales Slips
- Calculator and pen
- Business Cards

II. **Mileage Record** - Mileage is one of the biggest tax write offs you can have. Keeping accurate records is vital for having a good deduction. The current mileage reimbursement for business miles driven is 55 cents per mile for 2009. Keep a Mileage Log in your car at all times. You can find them at your local office store cheap.



- All mileage to and from all shows, events, trainings, and anything else related to your business.
- To and from the bank for deposits.
- To and from all stores you make a purchase for your business

By keeping a log handy in your car at all times, you will get in the habit of writing your mileage down each time.

III. *Invitation Organization* - By setting up a simple system where you keep your invitations that have already been printed and are ready to be sent out in the mail, you will never be late in sending out invitations again.

- Print your invitations off of your computer making sure you have the monthly special as well as your website for online ordering visible.
- Print an invitation for your hostess as well so she knows the invites are out and she should be expecting RSVP's.
- Make sure you have the correct postage on the postcard invitations.
- Purchase a mail sorter like this one pictured at your local office store.
- Place invitations in order of when they need to be sent out starting with the show coming up first.
- Write on your calendar/planner when to send out your invitations so you don't forget.



IV. *Tax Receipt Organization*- When you keep track of self-employed business deductions correctly, it can possibly make a huge difference in the amount of income taxes you are obligated to pay to both federal IRS and to your state.

- Make sure you know what is a deductible for you business. Contact your accountant for further details.
- Just place your receipt in the month that the purchase was made. You can keep a piece of paper in the month as well labeled with the different deductions and tally up all the receipts for that expense. Deduction list:
  1. Postage
  2. Advertising
  3. Office supplies
  4. Show supplies
  5. Display supplies
  6. Gifts

I hope this information has helped you. If you have any questions or would like more information on organizing, please do not hesitate to contact me via e-mail at [Raefabian4@msn.com](mailto:Raefabian4@msn.com). Happy Organizing!