The Beautypreneur Workbook

A simple way to track income, spending, and business records.

Business name

Tax year

WHO IS THIS FOR?

- Hairstylists, braiders, barbers and wig installers
- Nail artists, lash artists, estheticians and makeup artists
- Salon, suite and booth owners and other beauty service providers

YOUR MONTHLY RECORDKEEPING ROUTINE

1. Track every customer payment, including cash and tips.
2. Save itemized receipts and proof of payment.
3. Write down the business purpose of each purchase.
4. Separate personal expenses and business expenses.
5. Reconcile records with booking apps, banks and payment processors.

EXAMPLE: REVENUE IS NOT THE SAME AS PROFIT

Client payments and tips: $4,000

Eligible business expenses: $1,500

Illustrative profit before other tax adjustments: $2,500

A write-off generally reduces taxable income; it is not a dollar-for-dollar refund.

Beauty Business Expense Guide

Check the categories that apply; keep documentation for every amount.

- [ ] **Work space**
  Booth/suite rent, qualifying business utilities
- [ ] **Client supplies**
  Shampoo, color, developer, gloves, styling products
- [ ] **Tools and equipment**
  Dryers, shears, lamps, clippers, chairs, repairs
- [ ] **Cleaning and laundry**
  Disinfectant, towels, cleaning services
- [ ] **Booking and payment fees**
  Scheduling apps, card processing and business software
- [ ] **Marketing**
  Flyers, cards, paid ads, website and promotional photos
- [ ] **Licenses and insurance**
  Qualifying renewals and business insurance
- [ ] **Phone, internet and travel**
  Documented business-use share and qualifying trips
- [ ] **Inventory / resale items**
  Hair, lashes, nails or products purchased for resale
- [ ] **Professional services**
  Business bookkeeping, accounting and eligible fees

Important: not every purchase is immediately deductible.

Inventory, equipment, start-up costs and education can have special rules.

Personal spending and ordinary commuting are generally not business deductions.

Monthly Income Tracker

Enter gross customer payments before processing fees. Do not double count transfers.

Month / year

Business name

Date	Service / sale	Payment method	Gross $	Tips $

Service payments $

Tips not already included $

Product sales $

Monthly Expense Tracker

Record purchases and their documented business-use portion.

Month / year

Business name

Date	Vendor / item	Category	Paid $	Business $

Business amount total $

Keep the itemized receipt, payment evidence and business purpose with this log.

Month-End Checklist

Gather everything before meeting with your tax preparer.

- [ ] Income log, tips and product sales records
- [ ] Booking platform and payment processor reports
- [ ] Receipts, invoices and bank/card statements
- [ ] Expense log and business-use calculations
- [ ] Inventory and equipment purchase details
- [ ] Mileage log: date, destination, purpose and miles
- [ ] Questions about mixed personal/business purchases

MONTHLY SNAPSHOT

Gross income $	Recorded business expenses $	Difference $

Questions for my preparer

This workbook is general education, not individualized tax advice.
Deductibility depends on your facts and applicable tax-year rules.