Mary Kay Weekly Accomplishment Sheet

Please note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes. Send a copy of this sheet to your Independent Sales Director and retain a copy for your files. Use additional sheets if necessary.

Independent Beauty Consultant Name and Number			Telephone No.			Independent Sales Director Name		Week Ending Date		Page	_ of					
							NO. OF SKIN CARE		SALES (LESS TAX)							
DATE/TIME	FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE I		TIME INVESTED (HOURS)	NO. OF CALLS/ GUESTS (INCLUDE HOSTESS)	NO. OF ORDERS	NO. OF BOOK- INGS	SETS SOLD (BASIC, TIMEWISE®, VELOCITY®)	SKIN CARE CLASSES/ FACIALS	ON THE GO APPOINTMENTS	ONLINE/ PERSONAL WEB SITE ORDERS	SHOWS (TRUNK SHOWS, COLLECTION PREVIEWS, ETC.)	BROCHURE/ PREF. CUST. PROGRAM/ MISC. SALES/ REORDERS	SALES TAX	HOSTESS GIFTS/ GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION I)	NON- RECOVERED SALES TAX
	Week's Activity Recap	THIS WEEK'S TOTAL														
	Potential Team Members Interviewed	YEAR-TO-DATE														
	Number of New Team Members	TOTAL														
	Number of Appointments for Next Week	NEW TOTAL														
				KLY SALES TOTAL (LESS TAX)					YEAR-TO-DATE SALES		s ['				
\$	Skin Care Classes/Facials					`		Ĺ				AL (LESS		Ĺ		
\$	On The Go Appointments		Onders C. bereiter			44-			Estimated Weekly Gross Profit							
\$	Online/Personal Web Site Orders	Orders Submitted Company This Wo			look				-							
\$	Shows (Trunk Shows, Collection Previews, etc.)		Company : Ms vve									\$ <u></u> × .40				
\$	Brochure/Pref. Cust. Program/Misc. Sales/Reorders	\$	\$ Section I who				olesale				ted Weekly Gr	ross Profit =			=	to
\$	Weekly Sales Total Less Tax			Section 2 at cost						Deposit total amount collected in business account. It is suggested to allow 60 percent of sales for product replacement; 40 percent is profit less other business expenses.						

*Section 2 item, gift or premium given to hostess or customer in addition to, or instead of, a discount from suggested retail price of Section 1 products.

Dear Sales Director:

I would like more information about the following areas:								
Booking		Closing My Classes						
Coaching		Customer Service						
Sharing The Opportunity		Business Management						
Telephone Sales		Obtaining Reorders						
Skin Care Classes/Facials		On The Go Appointments						
Online/Personal Web Site Orders		Shows (Trunk Shows, Collection Previews, etc.)						
Brochure/Pref. Customer Program/Misc. Sales/ Reorders		Other ()						

Next Week's Goals								
Amount of Sales	\$							
Number of Skin Care Classes/ Facials								
Number of <i>On The Go</i> Appointments								
Number of On With The Shows								
Number of Interviews								
Number of Customer Calls								

This Week's Hourly Earnings						
Your Estimated Weekly Gross Profit	\$					
÷	Ψ					
Hours Worked						
= .						
Total Earned						
Per Hour	<u>\$</u>					

New or Prospective Team Members									
INTER- VIEWED (✔)	RECRUITED (✔)	NAME	COMPLETE ADDRESS	TELEPHONE	E-MAIL ADDRESS				