MARY KAY WEEKLY ACCOMPLISHMENT SHEET

MARY KAY

Please note: The Weekly Accomplishment Sheet is not a complete summary for income tax or accounting purposes. If you choose to, you can send a copy of this sheet to your Independent Sales Director. You may want to retain a copy for your files. Use additional sheets if necessary.

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______________________	______________________	______________________	______________________
Independent Beauty Consultant Name and Number	Telephone No.	Independent Sales Director Name	Week Ending Date

							SALES (LESS TAX)								
DATE/TIME	FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE NO.	TIME INVESTED (HOURS)	NO. OF CALLS/ GUESTS (INCLUDE HOSTESS)	NO. OF ORDERS	NO. OF BOOKINGS	NO. OF SKIN CARE SETS SOLD (MARY KAY® SKIN CARE, TIMEWISE REPAIR®)	SKIN CARE PARTIES/ FACIALS/ COLOR APPTS.	ON THE GO APPOINT-MENTS	MY SHOP ORDERS	SHOWS/ EVENTS	PREF. CUST. PROGRAM MAILINGS/ REORDERS/ MISC. SALES	SALES TAX	HOSTESS GIFTS/ GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION 1)	NON-RECOVERED SALES TAX
	THIS WEEK'S TOTAL														
	YEAR-TO-DATE TOTAL														
	NEW TOTAL														

WEEKLY SALES TOTAL (LESS TAX) ____________

YEAR-TO-DATE SALES TOTAL (LESS TAX) ____________

WEEK'S ACTIVITY RECAP

- ________ Number of Team-Building Appointments
- ________ Number of New Team Members
- ________ Number of Selling Appointments for Next Week
- ________ Number of Skin Care Sets Sold
- $________ Skin Care Parties/Facials/Color Appointments
- $________ On the Go Appointments
- $________ My Shop Orders
- $________ Shows/Events
- $________ Pref. Cust. Program Mailings/Reorders/Misc. Sales
- $________ Weekly Sales Total Less Tax

ORDERS SUBMITTED TO COMPANY THIS WEEK

$______________ Section 1 wholesale

$______________ Section 2 at cost

ESTIMATED WEEKLY GROSS PROFIT

Weekly Sales Total Less Tax $______________

x .40

Estimated Weekly Gross Profit = ______________

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 items or gifts with purchase given to hostess or customer in addition to, or instead of, a discount from suggested retail price of Section 1 products.

MARY KAY

Dear Independent Sales Director:

I WOULD LIKE MORE INFORMATION ABOUT THE FOLLOWING AREAS:

Booking	______	Closing My Parties	______
Coaching	______	Customer Service	______
Sharing the Opportunity	______	Business Management	______
Telephone Sales	______	Obtaining Reorders	______
Skin Care Parties/Facials/ Color Appointments	______	On the Go Appointments	______
My Shop Orders	______	Shows/Events	______
Pref. Customer Program Mailings/ Reorders/Misc. Sales	______	Other (____________________)	______

NEXT WEEK'S GOALS

Amount of Sales	$ ____________
Number of Skin Care Parties/Facials/ Color Appointments	____________
Number of On the Go Appointments	____________
Number of Team-Building Appointments	____________
Number of Customer Calls	____________

THIS WEEK'S HOURLY GROSS-PROFIT EARNINGS

Your Estimated Weekly Gross Profit	$ ____________
÷	
Hours Worked	____________
=	
Total Gross Profits Earned Per Hour	____________

NEW OR PROSPECTIVE TEAM MEMBERS

INTER-VIEWED (✓)	RECRUITED (✓)	NAME	COMPLETE ADDRESS	TELEPHONE	EMAIL ADDRESS