

#### INSIDE WILL INCLUDE:

- 1. 12- month tabs (Jan.—Dec)
- 2. Clear page protectors for each month
  - $\Rightarrow$  Print tax sheet for each month
    - Drop in ALL receipts for the month, total all receipts and add to tax sheet
  - ⇒ Customer Bank copy of receipt
  - $\Rightarrow$  MK bank statement
  - ⇒ Copy of monthly commission check
  - ⇒ MK Corp InTouch receipts-circle UPS shipping
  - ⇒ Weekly accomplishments
  - $\Rightarrow$  Mileage log

#### ON YOUR DESK:

- 1. CONTAINER: bin, box, basket, etc.
  - $\Rightarrow$  Mini card files w/tabs labeled as:
    - $\Rightarrow$  To Be Entered
    - $\Rightarrow$  1-31, 2 days, 2 weeks
    - ⇒ Waiting For Product
    - ⇒ Payment Plans/Need Payment
- 2. CUSTOMER BINDER A-Z
  - $\Rightarrow$  A-Z Tabs
  - ⇒ Clear page protectors for each customer

## PROFILE CARD INSTRUCTIONS

- $\Rightarrow$  Go to MK InTouch and enter your customer's information.
- ⇒ File the customer profile card in the Customer Binder in their own page protector under the first letter of their last name.

### RECEIPT INSTRUCTIONS

- ⇒ Go to MK InTouch and enter your customer's order and complete your weekly accomplishment sheet.
- $\Rightarrow$  Put a pink highlighted check on the receipt when entered.
- ⇒ File receipt in container on your desk in the corresponding tab for 2 days later.
- ⇒ Every day check this container and follow-up with the customer(s) who are filed under that date. (Example: April 24 would be tab 24)
- ⇒ Once you follow-up with a customer after 2 days then mark the receipt with a star and move it to the tab that corresponds with 2 weeks later.
- ⇒ Lastly, once you properly followed-up on day 2 and week 2 file the top copy of the receipt behind the profile card in your Customer Binder.

#### WEEKLY ACCOMPLISHMENT INSTRUCTIONS

 $\Rightarrow$  Go to MK InTouch

Business Tools

Weekly Accomplishments

Enter Weekly Accomplishments

 $\Rightarrow$  Correctly enter your information & submit.

# Track Your Profit Month/Year:

SALES	DISCOUNT	SUB- TOTAL	INVENTORY 50%	BUSINESS EXPENSE 10%	PROFIT 40%	LOAN/CREDIT PAYMENT	TOTAL EARNINGS
Total \$ amount of product sold.	Total \$ amount of discount(s) given.	Sales minus Discount	Sub-Total x .50 Deposit this into your MK business account to purchase additional inventory and re-stock.	Sub-Total x .10 Deposit this into your MK business account to use for Event Registra- tions, Meeting Fees, etc.	Sub-Total x .40	Enter how much you will pay against any business loan/credit card.	Profit minus Loan/Credit Payment This is <i>YOUR</i> money! How will you spend it or what are you saving it for?

	COME AND EXPENSE SUMMARY FOR MARY KAY CONSULTANTS Prepared by Dennis Mason, CPA PC 960-9980 email masoncpa@comcast.net	Month/Year:
INCOME	INIVEN	NTORY
Sales (Total of pink slips	Sec 1 purchases	NIOKI
without sales tax)	Personal use	
Commissions	Forsonal use Ending inventory	
Prizes and awards		
	EXPENSES	
Automobile	Gas	
Total miles driven	Insurance	
MK miles driven	Repairs, car wash	
-	Cost of lease	
Promotion	Seminars	
Advertising	Workshops	
PCP	Meeting expenses	
Cards, flowers, etc		
	Telephone	
Office expenses	Land line	
Supplies	Cellular phone	
Small equipment	Internet fees	
	Postage	
Supplies	Postage and UPS	
Sec 2 purchases	MK freight charges	
Cotton balls, wash cloths		
packing supplies	Interest	
Traval	Bank loan	
Travel Airfare	Credit cards	
Hotel	Wages	
Taxi, shuttle, tips	Secretary	
Taxi, shuttle, ups	Secretary Minor children	
Meals		
While traveling	Directors suit or	
Entertaining, recruiting	or red jacket	
	Cleaning	
Room\booth rent	Pro Pay fees	
Office at home		
Sq feet of office	Rent paid	
Sq feet of home	Utilities	
Original cost of home	Homeowners insura	ance

Month	Year

Year	

Date	Destination/Purpose/Names	Odometer Beginning	Odometer Ending	Miles Traveled