MARY KAY WEEKLY ACCOMPLISHMENT SHEET

Please note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes. If you choose to, 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.

Independent Beauty Consultant Name and Number				Telephone No.			Independent Sales Director Name				Week Ending Date		Page	_ of		
	FOR APPOINTMENTS		TIME INVESTED	NO. OF CALLS/ GUESTS (INCLUDE	NO. OF	NO. OF BOOK-	NO. OF SKIN CARE SETS SOLD (BASIC, TIMEWISE®,	SKIN CARE CLASSES/	ON THE GO	ONLINE/ PERSONAL WEB SITE	SHOWS (COLLECTION	PREF. CUST. PROGRAM MAILINGS/ REORDERS/		HOSTESS GIFTS/ GWP AT COST*	PRODUCT GIVEN AWAY AT SUGG. RETAIL	NON- RECOVERED
DATE/TIME	LIST HOSTESS NAME, ADDRESS, TELEPHONE	NO.	(HOURS)	HOSTESS)	ORDERS	INGS	VELOCITY®)	FACIALS	APPOINTMENTS	ORDERS	PREVIEWS, ETC.)	MISC. SALES	SALES TAX	(SECTION 2)	(SECTION I)	SALES TAX
		THIS WEEK'S TOTAL														
	Week's Activity Recap	YEAR-TO-DATE														
	Number of Team-Building Appointments	TOTAL														
	Number of New Team Members	NEW TOTAL														
	Number of Selling Appointments for Next Week	WEEKLY SALES TOTAL (LESS TAX)						YEAR-TO-DATE SALES								
	Number of Skin Care Sets Sold		·						TOTAL (LESS TAX)							
\$	Skin Care Classes/Facials	Orders Submitted to					Estimated Weekly Gross Profit									
\$	On The Go Appointments	Company This Week						Weekly Sales Total Less Tax \$								
\$	Online/Personal Web Site Orders							Estimated Weekly Gross Profit x .40 =								
\$	_ Shows (Collection Previews, etc.)	\$ Section I wholesale														
\$	Pref. Cust. Program Mailings/Reorders/Misc. Sales				allow 60 percent of sa				nt collected in business account. It is suggested to sales for product replacement; 40 percent is profit							
\$	Weekly Sales Total Less Tax	\$ Section 2 at										-				

*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.

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WEEKLY ACCOMPLISHMENT SHEET (CONT.)

Dear Independent 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 (Collection Previews, etc.)						
Pref. Customer Program Mailings/Reorders		Other ()						

Next Week's Goals							
Amount of Sales	\$						
Number of Skin Care Classes/Facials							
Number of On The Go Appointments							
Number of On With The Shows							
Number of Team-Building Appointments							
Number of Customer Calls							

This Week's Hourly Earnings						
Your Estimated Weekly						
Gross Profit	\$					
÷						
Hours Worked						
=						
Total Earned						
Per Hour	\$					

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