

Appointment Check-list

- gift certificates for winners of purse game (\$5, \$10, \$15 & \$20) (can write on back of business card)
- Create a Roll up Sheets (I laminate mine so I can use them as placemats so table doesn't get wet from washcloths AND so I can reuse them)
- Datebook/planner
- Money Bag – with customer profiles, sales tickets, gift certificates, pens & calculator inside
- Look Books
- Demo rollup bag (you may want to tie a small professional ribbon on handle to easily identify it to you as your demo)
- filled rollup bags for each person there (fill pouches with miracle set, microderm & the other pouches just pick different sets from the set sheet so each one is a little bit different)
- tickets for purse game
- PCP gifts for orders of \$40 or more(depends on how many people there, bring at least 4 minimum)
- shopping bags (I tuck these in front pocket of product suitcase)
- Product to sell
- Demo Foundations/mineral powders
- Tic Tac Toe Sheet
- Miracle Set Comb. To Oily and Normal to Dry
- Firming eye cream
- Mineral Sample cards
- Satin Hands Set/Satin Lips Set
- Any other products you want to show at your SCC.

Gallon sized zip lock bags for each guest with the following inside:

Face case (already inside Styrofoam tray, disposable foundation sponge, sponge-tip eye applicator, mascara wand, white wash cloth/disposable facial cloth
pen
profile card
cotton pad

- For large group – bring baby wipes (natural unscented aloe wipes) for hand facial

After The Appointment

1. Log customers onto PCP and into mycustomers
2. Log sales onto Accomplishment sheet online/GenX sheet
3. File profile A-Z with sales tickets paperclipped behind each person's profile
4. File one copy of sales ticket in Jan-Dec box
5. Write postcard thank you's
6. Write in date book follow-up on CDs, skin care (3 days later) and guest lists for bookings (name and # on the day to call)