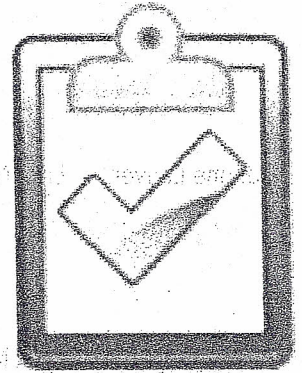


End of Month Checklist for Consultants

Share this information with your Unit Members!!

Most goals are completed in the last days of the month. Don't give up until the last day....7pm for new recruits and midnight for orders (CST). Whether your goal is to be in your RED JACKET, OT CAR or FINISH CAR, START DIQ OR FINISH DIQ, or maybe to get a nice fat recruiting check. OR it could be about giving your clients the best service possible. Print this to check off each month and you can adjust to fit your personal goals and your personal team. As always, there are two ways to earn money in Mary Kay: sales/faces and recruiting/interviews.



SALES:

Remember that the next month orders will NOT be processed until this month's orders are completed... usually 2-4 business days....taking up to 2 weeks for your next month's order to be delivered. Orders placed on the last day of the month can only be done by your Director and can take up to 10 days, as well. Orders placed on the second to last day of the month can be done by you and orders usually only take a week. Plan your ordering accordingly.

- ◆ Do you have clients waiting on products? Order before the last day.
- ◆ Do you have a lot of appointments for next month and need to restock your store? Order before the last day.
- ◆ Are you on-target for STAR and need to place your monthly order?
- ◆ Are you on-target for a CONSISTENCY CLUB and need to order this month?

RECRUITING:

Remember that "Active" means that an order has been placed in the past 3 months. "Qualified" means that a new order is a min of \$600. Once an active order is placed-the Consultant is considered active for that entire month. It can only take less than 24 hours to interview a client, give her inventory information and place her \$4800 order with a credit card.

- ◆ Are you active – so that you will receive a recruiting commission?
- ◆ Do you have inactive recruits that need help placing their order...see if the sales tips above apply to them?
- ◆ Do you have NEW recruits that have not purchased their inventory?
- ◆ Are they in their first 15 days to get the FREE Color 101 with \$600+?
- ◆ Are they in their first or second month and haven't placed their first order so they can receive all the New Consultant Bonuses?
- ◆ Do they have a debut booked in the next 2 weeks so they need their products?
- ◆ Do you have 5 unit members ordering at least \$200? Did you place your \$600 so that you will get 13% instead of 9%?
- ◆ Who have you been talking to this month that needs to buy their kit before the end of the month? Can you offer her an incentive to do it now, like the Satin Hands Pampering set so she can start sampling and selling them asap?