

INSTRUCTIONS – WEEKLY ACCOMPLISHMENT SHEET (CONT.)

Dear 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 (Trunk Shows, Collection Previews, etc.)	_____
Brochure/Pref. Customer Program/Misc. Sales/Reorders	_____	Other (_____)	_____

Next Week's Goals

Amount of Sales	\$ _____
Number of Skin Care Classes/ Facials	_____
Number of <i>On The Go</i> Appointments	_____
Number of <i>On With The Shows</i>	_____
Number of Interviews	_____
Number of Customer Calls	_____

This Week's Hourly Earnings

Your Estimated Weekly Gross Profit	\$ <u>300.00</u>
÷	
Hours Worked	<u>9</u>
=	
Total Earned Per Hour	\$ <u>33.33</u>

New or Prospective Team Members					
INTER- VIEWED (✓)	RECRUITED (✓)	NAME	COMPLETE ADDRESS	TELEPHONE	E-MAIL ADDRESS
✓		Stephanie Brown	5729 Oak, Anytown, TX 75106	(214) 627-1275	SB@email.com
✓		Jane Miller	4424 Maple, Anytown, TX 75231	(214) 592-1826	JM@email.com
✓	✓	Margaret Cole	1317 Woodward, Anytown, TX 76012	(972) 611-1221	MC@email.com
✓		Carol Adams	8624 Marsh, Anytown, TX 75229	(972) 595-4386	CA@email.com