

INSTRUCTIONS – WEEKLY ACCOMPLISHMENT SHEET

Please note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes.

Hostess Name, Address, Phone

For selling appointments, list the hostess's name, address and telephone number. You might wish to make hash marks (||) to keep track of the number of calls you make when following up with customers. Do not list each call separately.

Date/Time

Record the date and time of the activity.

No. of Skin Care Sets Sold

Record the number of skin care sets sold at each activity.

No. of Bookings

Record the number of future selling appointments booked from each activity.

No. of Orders

Record the number of orders you received from a selling appointment, follow-up calls, etc.

No. of Calls/ Guests

Record how many calls you made if following up with customers. Record how many guests were present at a skin care class or other selling appointment (including hostess).

No. of Hours Invested

Record how long an activity took to complete.

Sales Tax

Record the total amount of sales tax collected.

Sales (Less Tax)

Your retail sales total from sales tickets before tax (suggested retail sales before tax less any discounts). Separate by type of selling activity (skin care classes, shows, reorders, etc.).

Product Given Away at Sugg. Retail

For inventory replacement purposes, record the suggested retail value of any Section 1 product you give away as hostess credit, sales incentives, i.e., a lip protector given with the purchase of several Sun Essentials® products, or any products for personal use. When product is sold at less than suggested retail, record the amount of the discount (in dollars). For example, if you gave a customer a 10 percent birthday discount off an order totaling \$50, the discount amount appearing in this column would be \$5. By adding the sales less tax column to this column you will know the suggested retail value of the amount of product that has left your inventory during the week.

Non-Recovered Sales Tax

Sales tax based on the suggested retail value of the product is remitted to the Company at the time an order is placed. Normally this sales tax is recovered at the time you resell the product to your customers. When product (Section 1) is given as hostess credit or sold at a price less than suggested retail, you may not recoup the sales tax from your customer in this manner. Record the amount of non-recovered sales tax on any Section 1 items, for use in tax preparation.

Hostess Gifts/ GWP at Cost

Record your cost for any hostess gifts (other than Section 1 product given away), gifts with purchase or Preferred Customer Program premiums you give away. This does not include Section 1 product given away.

Mary Kay Weekly Accomplishment Sheet

Please note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes. Send a copy of this sheet to your Independent Sales Director and retain a copy for your files. Use additional sheets if necessary.

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 Independent Beauty Consultant Name and Number Telephone No. Independent Sales Director Name Week Ending Date

DATE/TIME	FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE NO.	TIME INVESTED (HOURS)	NO. OF CALLS/GUESTS (INCLUDE HOSTESS)	NO. OF ORDERS	NO. OF BOOKINGS	NO. OF SKIN CARE SETS SOLD (BASIC, TIMEWISE, VELOCITY)	SALES (LESS TAX)							NON-RECOVERED SALES TAX		
							SKIN CARE CLASSES/FACIALS	ONLINE/PERSONAL WEB SITE ORDERS	SHOWS (TRUNK SHOWS, COLLECTION PREVIEWS, ETC.)	BROCHURE/PREF. CUST. PROGRAM/ MISC. SALES RECORDERS	SALES TAX	HOSTESS GIFTS/GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION 1)			
7/1 10 am	Meredith Ford, 1234 Main St., 242-8071	3	4	4	1	2	\$225						\$14.63	\$2.00	\$25.00	\$1.63
7/2 1 pm	Brenda Damon, 5678 Stanford, 224-6140	.5	1	1	1	1	\$50.00						\$3.25	0	0	0
7/5 1 pm	Marianna Pitt, 999 Stanford, 222-1110	2	6	4	2	1			\$175.00				\$11.38	\$2.00	\$30.00	\$1.95
7/5 5 pm	Online Orders	2.5	8	7	1	0		\$200.00					\$13.00	0	0	0
7/7 11 am	Preferred Customer Program Calls	1	5	2	0	0							\$100.00	\$6.50	\$7.00	0

Week's Activity Recap	
4	Potential Team Members Interviewed
1	Number of New Team Members
5	Number of Appointments for Next Week
4	Number of Skin Care Sets Sold
\$ 225.00	Skin Care Classes/Facials
\$ 50.00	On The Go Appointments
\$ 200.00	Online/Personal Web Site Orders
\$ 175.00	Shows (Trunk Shows, Collection Previews, etc.)
\$ 100.00	Brochure/Pref. Cust. Program/Misc. Sales/Reorders
\$ 750.00	Weekly Sales Total Less Tax

THIS WEEK'S TOTAL	9	24	18	5	4	\$225	\$50.00	\$200.00	\$175.00	\$100.00	\$48.78	\$11.00	\$55.00	\$3.58
YEAR-TO-DATE TOTAL	9	24	18	5	4	\$225	\$50.00	\$200.00	\$175.00	\$100.00	\$48.78	\$11.00	\$55.00	\$3.58
NEW TOTAL	9	24	18	5	4	\$225	\$50.00	\$200.00	\$175.00	\$100.00	\$48.78	\$11.00	\$55.00	\$3.58

WEEKLY SALES TOTAL (LESS TAX)		\$750.00	YEAR-TO-DATE SALES TOTAL (LESS TAX)		\$750.00
Orders Submitted to Company This Week					
\$ 400.00	Section 1 wholesale				
\$ 25.00	Section 2 at cost				
Estimated Weekly Gross Profit					
Weekly Sales Total Less Tax	\$	750.00			
	x	.40			
Estimated Weekly Gross Profit	=	300.00			
Deposit total amount collected in business account. It is suggested to allow 60 percent of sales for product replacement; 40 percent is profit less other business expenses.					

*Section 2 item, gift or premium 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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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