## 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			
				NO. OF CALLS/			NO. OF SKIN CARE SETS SOLD	SKIN	SA	LES (LESS TA)	,	PREF. CUST. PROGRAM		HOSTESS GIFTS/	PRODUCT GIVEN AWAY	
DATE/TIME	FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE	NO.	TIME INVESTED (HOURS)	GUESTS (INCLUDE HOSTESS)	NO. OF ORDERS	NO. OF BOOK- INGS	(BASIC, TIMEWISE®, VELOCITY®)	CARE CLASSES/ FACIALS	ON THE GO APPOINTMENTS	PERSONAL WEB SITE ORDERS	SHOWS (COLLECTION PREVIEWS, ETC.)	MAILINGS/ REORDERS/ MISC. SALES	SALES TAX	GWP AT COST* (SECTION 2)	AT SUGG. RETAIL (SECTION I)	NON- RECOVERED SALES TAX
		THIS WEEK'S TOTAL														
	Week's Activity Recap	YEAR-TO-DATE TOTAL														
	Number of Team-Building Appointments															
	Number of New Team Members	NEW TOTAL														
	Number of Selling Appointments for Next Week		WEE	KLY SAI	LES TO	TAL (I	ESS 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 wh														
\$ \$	Pref. Cust. Program Mailings/Reorders/Misc. Sales  Weekly Sales Total Less Tax				Deposit total amount collected in business account. It is suggested to allow 60 percent of sales for product replacement; 40 percent is profit											
-		\$		Section 2 at cost					less other business expenses.							

\*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								
INTER- VIEWED (✔)	RECRUITED (✔)	NAME	COMPLETE ADDRESS	TELEPHONE	E-MAIL ADDRESS			