



# 6 Steps to Run Your Mary Kay® Business Like a Business!

The first step is to get to a proper inventory level to best serve your customers. If you do not already have the ideal amount of products on your shelf develop a plan to reach that level.

1. If you have any questions about this ask your director. She will be happy to talk to you about how to do this.

To get ready for the new income you will have coming in you should open a separate bank account. This account will

2. be used to deposit the money from your sales. From that account you will take a percentage as profit and a percentage for ordering your products from Mary Kay InTouch®.

To keep track of your inventory, customers and expenses sign up for QT Office. It's free for the first 30 days and then it's only \$9.95 a month.

- 3.

Set up your personal Mary Kay® website where your friends, family and new customers can shop with you 24/7. You can pay for your entire first year for only \$25. You can do this after logging into [www.marykayintouch.com](http://www.marykayintouch.com)

- 4.

Set up your ProPay account. This will allow you to take payments from credit cards in person and on your website.

5. You can do this after logging into [www.marykayintouch.com](http://www.marykayintouch.com) your entire first year is only \$39.95.

Order your business Card Kit from MK Connections® you can get there from your InTouch® account. (Make sure to sign up for your personal website first so that you can add your website to your business cards.) The Card Kit starts at \$39.99.

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