

# 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, you can 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 \_\_\_\_\_

DATE/TIME	FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE NO.	TIME INVESTED (HOURS)	NO. OF CALLS/ GUESTS (INCLUDE HOSTESS)	NO. OF BOOK- INGS	NO. OF SKIN CARE SETS SOLD (BASIC, TIMEWISE, VELOCITY)	SALES (LESS TAX)				SALES TAX	HOSTESS GIFTS/ GWP AT COST** (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION 1)	NON- RECOVERED SALES TAX
						ON THE GO APPOINTMENTS	ONLINE/ PERSONAL WEB SITE ORDERS	SHOWS (COLLECTION PREVIEWS, ETC.)	PREF. CUST. PROGRAM MAILINGS/ REORDERS/ MISC. SALES				
<b>THIS WEEK'S TOTAL</b>													
<b>YEAR-TO-DATE TOTAL</b>													
<b>NEW TOTAL</b>													

Week's Activity Recap	
	Number of Team-Building Appointments
	Number of New Team Members
	Number of Selling Appointments for Next Week
	Number of Skin Care Sets Sold
\$	Skin Care Classes/Facials/Color Appt.
\$	On the Go Appointments
\$	Online/Personal Web Site Orders
\$	Shows (Collection Previews, etc.)
\$	Pref. Cust. Program Mailings/Reorders/Misc. Sales
\$	Weekly Sales Total Less Tax

**WEEKLY SALES TOTAL (LESS TAX)** \_\_\_\_\_

**YEAR-TO-DATE SALES TOTAL (LESS TAX)** \_\_\_\_\_

<b>Orders Submitted to Company This Week</b>	
\$	Section 1 wholesale
\$	Section 2 at cost

<b>Estimated Weekly Gross Profit</b>	
Weekly Sales Total Less Tax	\$ _____
Estimated Weekly Gross Profit	x .40 = _____
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.	

