



# 6 Steps to Run Your Mary Kay<sup>®</sup> 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<sup>®</sup>.

- 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.

*Use the referral code:*

SarahPerdueNSD

- Set up your personal Mary Kay<sup>®</sup> 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<sup>®</sup> you can get there from your InTouch<sup>®</sup> 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.
- 6.