Instructions – Weekly Accomplishment Sheet

If you choose to complete weekly accomplishment sheets, the following instructional information provides suggestions on how to fill them out. 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 (III) 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 gloss given with the purchase of several lipstick 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.

Hostess Gifts/ GWP at Cost
Record your cost for any hostess gifts (other than Section 1 product given away) or gifts with purchase you give away. This does not include Section 1 product given away.

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.

Mary Kay Weekly Accomplishment Sheet

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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.

Anita Aikman	J11223	(888) 555 - 1010	Christy McConaughey	3 / 5 / 07	Page 1 of 1
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 BOOK-INGS	NO. OF SKIN CARE SETS SOLD (BASIC, TIMEWISE®, VELOCITY®)	SALES (LESS TAX) 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	SALES TAX	HOSTESS GIFTS/ GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION 1)	NON-RECOVERED SALES TAX
3/1 10 am	Meredith Ford, 1234 Main St., 242-8071	3	4	4	1	2	$225					$14.63	$2.00	$25.00	$1.63
3/2 1 pm	Brenda Damon, 5678 Stanford, 224-6140	.5	1	1	1	1		$50.00				$3.25	0	0	0
3/5 1 pm	Marianna Pitt, 999 Stanford, 222-1110	2	6	4	2	1				$175.00		$11.38	$2.00	$30.00	$1.95
3/5 5 pm	~~III~~ III Online Orders	2.5	8	7	1	0			$200.00			$13.00	0	0	0
3/7 11 am	~~III~~ Preferred Customer Program Calls	1	5	2	0	0					$100.00	$6.50	$7.00	0	0
	THIS WEEK'S TOTAL	9	24	18	5	4	$225	$50.00	$200.00	$175.00	$100.00	$48.76	$11.00	$55.00	$3.58
	YEAR-TO-DATE TOTAL	9	24	18	5	4	$225	$50.00	$200.00	$175.00	$100.00	$48.76	$11.00	$55.00	$3.58
	NEW TOTAL	9	24	18	5	4	$225	$50.00	$200.00	$175.00	$100.00	$48.76	$11.00	$55.00	$3.58

WEEKLY SALES TOTAL (LESS TAX) $750.00

YEAR-TO-DATE SALES TOTAL (LESS TAX) $750.00

Week's Activity Recap

4	Number of Team-Building Appointments
1	Number of New Team Members
5	Number of Selling Appointments for Next Week
4	Number of Skin Care Sets Sold
$ 225.00	Skin Care Classes/Facials/Color Appt.
$ 50.00	*On the Go* Appointments
$ 200.00	Online/Personal Web Site Orders
$ 175.00	Shows (Collection Previews, etc.)
$ 100.00	Pref. Cust. Program Mailings/Reorders/Misc. Sales
$ 750.00	Weekly Sales Total Less Tax

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
Estimated Weekly Gross Profit	× .40 = 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 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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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/ Color Appointments	✔	*On the Go* Appointments	_____
Online/Personal Web Site Orders	_____	Shows (Collection Previews, etc.)	_____
Pref. Customer Program Mailings/Reorders/ Misc. Sales	_____	Other (_____)	_____

Next Week's Goals

Amount of Sales	$ _____
Number of Skin Care Classes/Facials/ Color Appointments	_____
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 Gross-Profit Earnings

Your Estimated Weekly Gross Profit	$ 300.00
÷	
Hours Worked	9
=	
Total Gross Profits Earned Per Hour	$ 33.33

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

Mary Kay Weekly Accomplishment Sheet

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_____ Independent Beauty Consultant Name and Number

_____ Telephone No.

_____ Independent Sales Director Name

_____ Week Ending Date

Page ____ of ____

DATE/TIME	FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE NO.	TIME INVESTED (HOURS)	NO. OF CALLS/ GUESTS (INCLUDE HOSTESS)	NO. OF ORDERS	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
							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				

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/ Color Appointments	_____	*On the Go* Appointments	_____
Online/Personal Web Site Orders	_____	Shows (Collection Previews, etc.)	_____
Pref. Customer Program Mailings/Reorders/ Misc. Sales	_____	Other (_____)	_____

Next Week's Goals

Amount of Sales	$ _____
Number of Skin Care Classes/Facials/ Color Appointments	_____
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 Gross-Profit Earnings

Your Estimated Weekly Gross Profit	$ _____
÷	
Hours Worked	_____
=	
Total Gross Profits Earned Per Hour	$ _____

New or Prospective Team Members

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

Mary Kay Weekly Plan Sheet/Hoja de Planeación Semanal Mary Kay

NAME (NOMBRE): _____ WEEK OF (SEMANA DE): _____

	SUNDAY (DOMINGO)	MONDAY (LUNES)	TUESDAY (MARTES)	WEDNESDAY (MIÉRCOLES)	THURSDAY (JUEVES)	FRIDAY (VIERNES)	SATURDAY (SÁBADO)
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

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