# INSTRUCTIONS - WEEKLY ACCOMPLISHMENT SHEET

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 I product you give away as hostess credit, sales incentives, i.e., a lip protector given with the purchase of several Sun Essentials® 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 I product given away), gifts with purchase or Preferred Customer Program premiums you give away. This does not include Section I 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.

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			$\backslash$	$\left  \right\rangle$	$\left  \right\rangle$	$\land$	NO. OF SKIN CARE			SA	LES (LESS TA)	()		$\square$	/		
DATE/TIME	FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE	E NO.	TIME INVESTED (HOURS)	NO. OF CALLS/ GUESTS (INCLUDE HOSTESS)	NO. OF ORDERS	NO. OF BOOK- INGS	SETS SOLD (BASIC, TIMEWISE <sup>6</sup> , VELOCITY <sup>6</sup> )	SKIN CARE CLASSES/ FACIALS		HE GO TMENTS	ONLINE/ PERSONAL WEB SITE ORDERS	SHOWS (TRUNK SHOWS, COLLECTION PREVIEWS, ETC.)	BROCHURE/ PREF. CUST. PROGRAM/ MISC. SALES/ REORDERS	SALES TAX	HOSTESS GIFTS/ GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION I)	NON- RECOVERED SALES TAX
7/1 10 am	Meredith Ford, 1234 Main St., 242-8	3071	3	4	4	1	2	\$225						\$14.63	\$2.00	\$25.00	\$1.63
7/2 1 pm	Brenda Damon, 5678 Stanford, 224-	6140	.5	1	1	1	1		\$50	.00				\$3.25	0	0	0
7/5 1 pm	Marianna Pitt, 999 Stanford, 222	-1110	2	6	4	2	1					\$175.00		\$11.38	\$2.00	\$30.00	\$1.95
7/5 5 pm	Ht III Online Orders		2.5	8	7	1	0				\$200,00			\$13.00	0	0	0
7/7 11 am	III Preferred Customer Program Ca	alle	1	5	2	0	0						\$100.00	\$6.50	\$7.00	0	0
	Week's Activity Recap	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
4	Potential Team Members Interviewed Number of New Team Members	YEAR-TO-DATE TOTAL	9	24	18	5	4	\$225	\$50	.00	\$20000	\$175.00	\$100.00	\$48.76	\$11.00	\$55.00	\$3.58
5	Number of Appointments for Next Week	NEW TOTAL	9	24	18	5	4	\$225	\$50	.00	\$20000	\$175.00	\$100.00	\$48.76	\$11.00	\$55.00	\$3.58
	4 Number of Skin Care Sets Sold <u>\$ 225,00</u> Skin Care Classes/Facials			WEEKLY SALES TOTAL (LESS TAX)				750.0	YEAR-TO-DATE SALES TOTAL (LESS TAX)         \$750.0			0.00					
<u>\$ 50.00</u> <u>\$ 200.00</u> <u>\$ 175.00</u> <u>\$ 100.00</u>	Online/Personal Web Site Orders	\$	Orders Submitted to Company This Week						Estimated Weekly Gross Profit Weekly Sales Total Less Tax Estimated Weekly Gross Profit Estimated Weekly Gross Profit = $\frac{40}{300.00}$								
	Sales/Reorders	\$\$400.00         Section 1 wholesale           \$\$25.00         Section 2 at cost						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 item, git or premium given to hostess or customer in addition to, or instead of, a discourt from suggested retail price of Section 1 products. © 1994, 1992, 1993, 1995, 1997, 1999, 2002 May Kay Inc. Printed in U.S.A. 7772 C02 Please note: The Company grants all Mary Kay Independent Beauty Consultants a limited license to duplicate this document in connection with their Mary Kay businesses. This item should not be altered from its original form.

# INSTRUCTIONS - WEEKLY ACCOMPLISHMENT SHEET (CONT.)

# **Dear Sales Director:**

I would like more in	nformation about the following areas:	Next Week's Goals				
Booking	Closing My Classes	Amount of Sales \$				
		Number of Skin Care Classes/ Facials				
Coaching	Customer Service	Number of <i>On The Go</i> Appointments				
Sharing The Opportunity	Business Management	Number of On With The Shows				
		Number of Interviews				
Telephone Sales	Obtaining Reorders	Number of Customer Calls				
Skin Care Classes/Facials	On The Go Appointments	This Week's Hourly Earnings				
Online/Personal	Shows (Trunk Shows,	Your Estimated Weekly				
Web Site Orders	Collection Previews, etc.)	Gross Profit <u>\$300.00</u>				
		÷				
Brochure/Pref. Customer		Hours Worked9				
Program/Misc. Sales/		Total Earned				
Reorders	) Other ()	Per Hour         \$ 33.33				

	New or Prospective Team Members								
INTER- VIEWED (✔)	RECRUITED	NAME	COMPLETE ADDRESS	TELEPHONE	E-MAIL ADDRESS				
<b>v</b>		Stephanie Brown	5729 Oak, Anytown, TX 75106	(214) 627-1275	SB@email.com				
<b>v</b>		Jane Miller	4424 Maple, Anytown, TX 75231	(214) 592-1826	JM@email.com				
<b>v</b>	<b>v</b>	Margaret Cole	1317 Woodward, Anytown, TX 76012	(972) 611-1221	MC@email.com				
<b>v</b>		Carol Adams	8624 Marsh, Anytown, TX 75229	(972) 595-4386	CA@email.com				