## 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 ${ }^{\circledR}$ 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 TaxSales 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 I) 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 I items, for use in tax preparation.

## Dear 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 | On The Go Appointments |
| Online/Personal Web Site Orders | Shows (Trunk Shows, Collection Previews, etc.) |
| Brochure/Pref. Customer Program/Misc. Sales/ Reorders | Other ( |


| Next Week's Goals |  |
| :--- | :--- |
| Amount of Sales | $\$$ |
| Number of Skin Care Classes/ |  |
| Facials |  |
| Number of On The Go |  |
| Appointments |  |
| Number of On With The Shows | - |
| Number of Interviews |  |
| Number of Customer Calls | - |


| New or Prospective Team Members |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| INTERVIEWED $(\boldsymbol{V})$ | RECRUITED (V) | NAME | COMPLETE ADDRESS | TELEPHONE | E-MAll ADDRESS |
| $\checkmark$ |  | Stephanie Brown | 5729 Oak, Anytown, TX 75106 | (214) 627-1275 | SB@email.com |
| $\checkmark$ |  | Jane Miller | 4424 Maple, Anytown, TX 75231 | (214) 592-1826 | JM@email.com |
| $\checkmark$ | $\checkmark$ | Margaret Cole | 1317 Woodward, Anytown, TX 76012 | (972) 611-1221 | MC@email.com |
| $\checkmark$ |  | Carol Adams | 8624 Marsh, Anytown, TX 75229 | (972) 595-4386 | CA@email.com |
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