Mary Kay Weekly Accomplishment Sheet

Please note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes. Send a copy of this sheet to your Independent Sales Director and retain a copy for your files. Use additional sheets if necessary.

															Page	_ of
Independent Beauty Consultant Name and Number			Telephone No.				Independent Sales Director Name				Week Ending Date					
DATE/TIME							NO. OF	SALES (LESS TAX)								
	FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE NO.		TIME INVESTED (HOURS)				SKIN CARE SETS SOLD (BASIC, TIMEWISE®, VELOCITY®)	SKIN CARE CLASSES/ FACIALS	ON THE GO APPOINTMENTS	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
													 			
													<u> </u>	<u> </u>		
	Week's Activity Recap	THIS WEEK'S TOTAL														
	Potential Team Members Interviewed	YEAR-TO-DATE														
	Number of New Team Members	TOTAL														
	Number of Appointments for Next Week	NEW TOTAL														
	Number of Skin Care Sets Sold	WEEKLY SALES TOTAL (I				LESS TAX)			YEAR-TO-DATE SALES							
\$	Skin Care Classes/Facials								TOTAL (LESS TAX)							
\$	On The Go Appointments	Ordors Submitted			Est				timated	timated Weekly Gross Profit						
\$	Online/Personal Web Site Orders	Orders Submitted to Company This Week					Weekly Sales Total Less Tax \$									
\$	Shows (Trunk Shows, Collection Previews, etc.)	\$ Section I whole										∞ ∞ .40				
\$	Brochure/Pref. Cust. Program/Misc.				olesale	olesale Estimated Weekly Gro										
	Sales/Reorders									Depos	it total amount	collected i	n business	account. It	is suggested	l to
\$	Weekly Sales Total Less Tax	\$ Section 2 at co									of sales for product replacement; 40 percent is profit ss expenses.					

*Section 2 item, gift or premium given to hostess or customer in addition to, or instead of, a discount from suggested retail price of Section 1 products.

© 1984, 1992, 1993, 1995, 1997, 1999, 2002 Mary 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.

I would like more inforn	nation about the following areas:	Next Week's Goals				
Booking	Closing My Classes	Amount of Sales Number of Skin Care Classes/	<u>\$</u>			
Coaching	Customer Service	Facials 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 Web Site Orders	Shows (Trunk Shows, Collection Previews, etc.)	Your Estimated Weekly Gross Profit ÷	<u>\$</u>			
Brochure/Pref. Customer Program/Misc. Sales/		Hours Worked = Total Earned				
Reorders	Other ()	Per Hour	<u>\$</u>			

	New or Prospective Team Members										
INTER- VIEWED (🖌)	RECRUITED	NAME	COMPLETE ADDRESS	TELEPHONE	E-MAIL ADDRESS						