

MARY KAY WEEKLY ACCOMPLISHMENT SHEET

Please note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes. 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.

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Independent Beauty Consultant Name and Number

Telephone No.

Independent Sales Director Name

Week Ending Date

[illegible]

Week's Activity Recap

_____	Number of Team-Building Appointments
_____	Number of New Team Members
_____	Number of Selling Appointments for Next Week
_____	Number of Skin Care Sets Sold
\$ _____	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
\$ _____	Weekly Sales Total Less Tax

Orders Submitted to Company This Week

\$ _____ Section 1 wholesale

\$ _____ Section 2 at cost

Estimated Weekly Gross Profit

Weekly Sales Total Less Tax	\$ _____
	x .40
Estimated Weekly Gross Profit	= _____

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.

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/ _____ On the Go Appointments _____
Color Appointments

Online/Personal _____ Shows (Collection
Web Site Orders _____ 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 \$

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Hours Worked _____

$$=$$

Total Gross Profits
Earned Per Hour \$

[illegible]