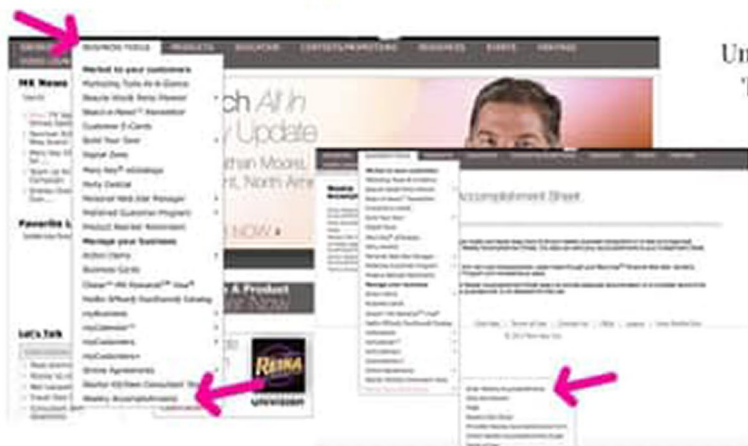


Weekly Accomplishment Sheet

INSTRUCTIONS



Under 'Business Tools' choose 'Weekly Accomplishments' then choose 'Enter Weekly Accomplishments' which will take you to this screen:



Time Saving Tip: Enter Sales Tickets as you make your sales, and most of the information will already be plugged in to your Weekly Accomplishment Sheet under 'myCustomers Orders' - otherwise, you will enter orders under 'Manual Orders'!

Week of: Be sure to change to the correct week so that we can recognize your hard work

Date: Record the date of the activity

Hostess: For parties, you can list just the Hostess and add up her total party sales! You may also list individual sales here

Hours: Record how long you spent on each activity

Guests: Record how adult females were present at each appointment

Orders: Record the # of orders you received during your selling appointment, follow-up calls, etc.

Bookings: Record the # of bookings you received from your activity

SCS: Record the # of Skin Care Sets you've sold at each appointment (a Skin Care Set is a Cleanser and Moisturizer sold together!)

Type: Was your appointment a Party (3+ adult women), a facial (or double), On-the-Go, a Personal Website Order, or a Reorder (PCP/Misc)?

Sales Tax: Record the total amount of Sales Tax collected

Hostess Gifts: Record the total amount of Hostess Credit

Give Away: Record the total amount of full size product given away

Non-Rcv: Any discount given off an order (\$ off or % off)

Sales: This is your total sales from the appointment before taxes/ discounts - the total Retail \$ amount moved off your shelf

Step 1 of 6 [Next >>](#)

Date	Hostess	Hours	Guests	Orders	Bookings	SCS Sold	Classes Facials	On The Go	PWS	Shows	PCP Misc	Sales Tax	Hostess Gifts	Give Away	Non-Rcv. Sales Tax
04/17	Susie Q	2.00	4	4	2	2	\$450.00					\$32.63	\$125.00	\$15.00	
This Week's Total		2.00	4	4	2	2	\$450.00					\$32.63	\$125.00	\$15.00	
Year to Date Total		34.00	51	36	11	7	\$1,633.00	\$902.00	\$168.00		\$432.50	\$181.82	\$290.40	\$258.50	
Weekly Total (less tax)							\$450.00	Year To Date Sales Total (less tax)					\$3,135.50		

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

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A couple of Notes:

- 1) According to Monica's tax accountant (Tiernan & Assoc.) you do not need to track your non-recovered sales tax; but you do need to keep track the full-size products you give away vs. the \$ or % discount you might give a customer for something such as a birthday!
- 2) It is better for tax purposes to give away full size product, rather than a discount (Example: Give a free \$10 brush vs a \$10 discount)
- 3) You do not need to track your use of Section 2 items such as Gifts w/ Purchase or samples - the Company will send a summary of these items.

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 (||) 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

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.

Anita Aikman J11223 (888) 585-1010 Christy McConaughey 5/5/07 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 (HOURS)	NO. OF CALLS/ GUESTS (INCLUDE HOSTESS)	NO. OF ORDERS	NO. OF BOOK- INGS	NO. OF SKINCARE SETS SOLD (@SUG- GESTED RETAIL) (W/SP- VELOCITY)	SALES (LESS TAX)										
							SKIN CARE CLASSES/ FACIALS/ COLOR APPT.	ON THE GO APPOINTMENTS	ONLINE/ PERSONAL WEB SITE ORDERS	SHOWS (COLLECTION REVIEWS, ETC.)	FREE CUST. PROGRAM PURCHASE/ REORDER/ REC SALES	SALES TAX	HOSTESS GIFTS GWP* 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 Stamford, 224-6140	.5	1	1	1	1		\$50.00						\$3.25	0	0	0
3/5 1 pm	Marianna Pitt, 889 Stamford, 222-1110	2	6	4	2	1				\$175.00				\$11.28	\$2.00	\$30.00	\$1.85
3/5 5 pm	MK III Online Orders	2.5	8	7	1	0			\$2000					\$13.00	0	0	0
3/7 11 am	MK Preferred Customer Program Calls	1	5	2	0	0								\$100.00	\$6.50	\$7.00	0
THIS WEEK'S TOTAL		9	24	18	5	4	\$225	\$50.00	\$2000	\$175.00	\$1000	\$48.76	\$11.00	\$55.00	\$3.58		
YEAR-TO-DATE TOTAL		9	24	18	5	4	\$225	\$50.00	\$2000	\$175.00	\$1000	\$48.76	\$11.00	\$55.00	\$3.58		
NEW TOTAL		9	24	18	5	4	\$225	\$50.00	\$2000	\$175.00	\$1000	\$48.76	\$11.00	\$55.00	\$3.58		

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
- \$ 2000.00 Online/Personal Web Site Orders
- \$ 175.00 Shows (Collection Reviews, etc.)
- \$ 100.00 Free Cust. Program Purchases/Reorders/Rec. Sale
- \$ 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

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

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 _____
 Appointments _____
 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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