HOW TO SUBMIT WEEKLY SUMMARY SHEETS

STEP 1



You can review sales information via the details section as shown below ***Please note this is not a complete summary for income tax or accounting purposes***

Home	>	Business	Tools >	Weekly	Accomplish	ments >	Enter Weekly	Accompli	shments		
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Details	Summary		INCOVICE		Earnings	Submit	YTD Summary								
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Business Tools > <u>Weekly Accomplishments</u> > Enter Weekly Acco	omplishments	
Details Summary Next Week New Team Membe	ers Earnings Submit Y	TD Summary
Neek of : 12/9/2018 - 12/15/2018	ow Last Seminar Tear L	Jnit Member: Myself << Back Step 2 of 6 Next >>
Weekly Activity Recap:		
Potential Team Members Interviewed	# 0	Step 7
Number of New Team Members	# 0	By selecting the tabs, you can go directly to submit and
Number Appointments for Next Week	# 0	submit your weekly goals, or you can click the tabs and
Number of Skin Care Sets Sold *	# 0	make goals for the uncoming weeks and/or review new
Skin Care Classes Sales *	S	toom members, comings on your year to date. You con
Facial Sales *	\$	team members, earnings or your year to date. You can
On the Go Appointment Sales *	\$	also do this for your last seminar if it applies.
Online/PWS Orders *	\$	
Shows (Trunk Shows, Collection Previews, etc) *	\$	Click Next
Brochure/PCP/Misc Sales *	\$	
Reorders *	\$	
Weekly Sales Total Less Tax *	\$	
*To update this figure go back to the Details tab t	o change the values there	н. -
Orders submitted to the Company this Week:		
Section 1 Wholesale from Company	\$ 0.00	
Section 2 at Cost from Company	\$ 0.00	
Please Note: The weekly	accomplishment sheet is not a c	omplete summary for income tax and accounting purposes.