

How do I earn prizes?

For Unit and Area Contests

You must be current on your rent for the month to claim prizes (new consultants do not pay rent their first full calendar month)

You must be in attendance at Unit Meeting and New Consultant Boot Camp to win your prizes.

You must submit a Weekly Accomplishment Sheet to earn prizes.

\$100 for each face (at least 21 or older unless married)

\$100 for each day you sign the unit facebook page. You must comment, not just hit like!

\$100 for submitting your WAS (weekly accomplishment sheet)

\$1,000 for every \$100 wholesale that you order

\$1,000 for every new recruit

For Company Contests

The Company automatically tracks for Star Consultant and Queens Courts of Sales and Sharing.

How do I know how to hold each type of appointment?

You will want to book any appointment that you don't know how to hold for Tuesday night (6pm) or Saturday morning (10am) at the training center. Let me or your recruiter know what type of appointment you have, so we can help you. Take good notes and pay attention so that you can begin holding them on your own.

Where do I get the recommendations for a Custom Makeover?

Your customer needs to login to your Personal Website to access the MK Beauty Profiler. Once she has completed the profiler, she will send you the report and you can gather the items for her to use at her appointment. Access through www.marykayintouch.com

If she does not register on your PWS, you can complete it for her.

Log into www.marykayintouch.com/Business Tools/My Customers/Customer List

Select the Customer

Select Customer Information

Profile Questions answer completely: You will need her skin tone, eye color, hair color the look she wants (natural, trendy, polished).

Once Completed select the Recommendations tab and go to "Virtual Makeover"

In the Virtual Makeover, select a model that has similar coloring and features to your guest,

Select Makeup Artist looks: Select a look that has 3 eyeshadows.

Then select Print product list.

How do I assemble a Custom Makeover?

From your samples you will gather the recommended:

- 3 eyeshadows
- 1 blush
- 1 lip liner
- 1 eye liner
- 1 creme lip color
- 1 lip gloss
- 1 sample size mascara or unused mascara wand (which ever you are using)
- a few cotton balls
- 1 sponge eye applicator (white)

Place all items in a small bag and seal.

Place on table with customer's custom printout and profile.

What Mary Kay Conferences are held each year and what is the approx cost?

January - Jumpstart at the Training Center (free)

March/April - Career Conference Locally: \$90 (you will receive about \$90 worth of product at the conference)

July/August - Seminar in Dallas, TX: \$900 (includes most meals, and you will receive \$175 worth of product at the conference)

November - Fall Camp, Park City, UT: \$125

What is Propay?

Propay is Mary Kay's preferred way to accept debit and credit Cards. Once you are signed up, you can start taking these payments right away, and take credit card payment on your PWS.

It's 39.95 annually and can be paid over 3 months \$13.32 monthly

How do I sign up for Propay?

Log into www.marykayintouch.com/Ordering/Propay or directly at www.propay.com

What Trainings should I be attending?

Tuesday: Night Unit Meeting at 7:30 pm

Saturday: New Consultant Boot Camp 8:30–9:30am (First 3 weeks only)

How do I sign up for my MK Personal Website (PWS)?

Log on at www.marykayintouch.com/Business Tools/Personal Website Manager.

Once you are logged in, follow the step by step instructions.

The cost is \$25 for your first year, and only \$50 a year after that.

Where do I order Business cards?

Order all your Mary Kay Business cards through Mary Kay's approved source, MK Connections.

Log into marykayintouch.com/Ordering/MK Connections

It will direct you to the MK Connections site. Be sure to take advantage as a new consultant of the Business Building Kits designed for new and re-instated consultants beginning at \$39.99

In addition to business cards, MK Connections has sample cases, stationary, and additional tools and supplies to help market your business.

How do I unpack and store my Inventory?

Unpack one box at a time. Open your boxes from the bottom, for easy access to the packing slips. Keep your packing slips for tax purposes.

Store your inventory in a temperate place, with little temperature change and that is dry (not the kitchen or bath).

Some options for storage of your inventory include:

- Dressers
- Bookshelves
- Empty suitcases
- Rolling carts

Be creative in your storage solutions. Keep your inventory accessible! You will need to get into it often to fill customer's orders.

Store like items together, skincare with skincare, color with color, etc.

You may want to consider making a portion of your inventory portable to carry with you to appointments to provide "on the spot" delivery of product. This will save you time and money, since you won't have to run around after the appointment to deliver the product.

How do I organize my Samples?

Sample Organizers are available from MK Connections.
Log into [marykayintouch.com/Ordering/MK Connections](http://marykayintouch.com/Ordering/MK%20Connections)

What do I bring to my Classes and Appointments?

Bring all the products you are showing as well as all the supplies you will need for the confirmed number of guests.

- Clean face case(s) with Mirror and tray liner

- Headband(s)

- Cotton rounds or squares

- Cotton balls

- Disposable facial cloths or washcloths

- Pens

- Customer Profiles

- Look books

- Sales Slips

- Date book/Calendar for scheduling future appointments

- Any Color samples needed

- Any hostess or guest prizes you are giving

- Candy or a light refreshment for your guests if you are holding the appointment at the Training Center or your own home.

- Inventory to deliver on the Spot!

How do I keep track of the products I use for demo and my own personal use?

Write a sales ticket to "DEMO" or "SELF"

How do I keep the Demo product organized?

Keep the Miracle set items in your pull out organizer that came in your starter kit bag, adding the firming eye cream and satin lips to it.

The products for your other classes can be kept in a Travel Roll up bag, using one or two pockets for each class. Your Repair Sets can be stored in the box. (Be sure to label it "Sample" or "Demo" on one end)

What receipts should I be saving for taxes?

Save all receipts directly related to your business. Including but not limited to:

- Packing slips from Mary Kay
- Receipts for skincare class supplies (cottonballs, headbands, tickets, etc)
- Receipts for any printing you have done
- Receipts for flowers for you new recruits
- Receipts for office supplies (Paper, pens, printer toner) that are used exclusively for your business
- Sales tickets --from your classes and from online orders

How do I report my Business on my taxes?

I hold a conference call once a year (usually in late January or early February) to go over this.

What if I can't come to Tuesday Night Unit Meetings?

Mary Kay has a great adoptee program! You'll see consultants come to our meetings who are under another director.

I'll help you find a director near you whose meetings you can attend.

How do I calculate tax?

Calculate tax on the entire purchase amount, based on your local sales tax, then apply any discounts and credits.

Calculate tax on all orders you receive, even through your Personal Website, Mary Kay collects the sales tax at time of order, based on the shipping address.

Example: Customer has \$10 gift card, her total order is \$25, tax rate of 6.85%

Subtotal:	25.00
Tax: (25.00x.0685)	1.71
Discount:	10.00

Total Amount Due:	16.65
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If the customer's order is less than the total discount, calculate tax on total amount and enter on Weekly Accomplishment Sheet as

"Unrecovered Sales Tax"

Example: Customer has \$10 gift card, her total order is \$6.50, tax rate of 6.6%

Subtotal:	6.50
Tax: (6.50x.066)	0.43
Discount: (Apply entire gift card)	10.00
Total Amount Due:	0.00
Unrecovered Sales Tax	0.43

How are commissions calculated from team members?

Commissions are calculated based upon number of active team members, and include the team member's initial inventory.

What is the Preferred Customer Program?

Preferred Customer Program (PCP) is designed by Mary Kay to give you an affordable way to send quarterly mailers to all your customers.

See [marykayintouch.com/BusinessTools/Preferred Customer Program](http://marykayintouch.com/BusinessTools/PreferredCustomerProgram) for further info.

What third party discounts am I eligible for as a Mary Kay Consultant?

See [marykayintouch.com/ordering/exclusive discounts](http://marykayintouch.com/ordering/exclusive-discounts) for listing of current discounts.

Is it better to use full size product or samples for appointments?

Use full sized skin care, foundations and lip gloss. Place small amounts on sample tray. Samples for eyeshadow, cheeks, lipsticks--one sample per customer, this prevents "double-dipping".

Which Hostess Program do I choose?

Choose a program that excites you, and makes it exciting for a potential hostess to earn free product. See some suggestions under this website's Training Center/Hostess Packet or use the Company's. Ask yourself, would I book a party using my hostess plan?

If I send product through Customer Delivery, how do I get credit?

You will receive contest credit automatically for the order. This order does not deplete your existing inventory, so you don't need to reorder the product.

Where do I get additional supplies such as drawing tickets, cello bags, etc?

The Dollar Store or Walmart are good options for these. Just remember to keep a receipt for taxes.

How does the Company recycling program work?

This is a program for recycling the flip top caps and color refill cases. They can be mailed in to the company, or saved until the next Company event, (Seminar or Career Conf). For each cap or case returned the Company will plant a tree. Of course these items may be recycled locally, see your local recycling guidelines.