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.

_____ Independent Beauty Consultant Name and Number

_____ Telephone No.

_____ Independent Sales Director Name

_____ Week Ending Date

Page ____ of ____

DATE/TIME	FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE NO.	TIME INVESTED (HOURS)	NO. OF CALLS/ GUESTS (INCLUDE HOSTESS)	NO. OF ORDERS	NO. OF BOOK-INGS	NO. OF SKIN CARE SETS SOLD (BASIC, TIMEWISE®, VELOCITY®)	SALES (LESS TAX)					SALES TAX	HOSTESS GIFTS/ GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION 1)	NON-RECOVERED SALES TAX
							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				

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/ Color Appointments	_____	*On the Go* Appointments	_____
Online/Personal Web Site Orders	_____	Shows (Collection 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	$ _____
÷	
Hours Worked	_____
=	
Total Gross Profits Earned Per Hour	$ _____

New or Prospective Team Members

INTER-VIEWED (✔)	RECRUITED (✔)	NAME	COMPLETE ADDRESS	TELEPHONE	E-MAIL ADDRESS