INSTRUCTIONS - WEEKLY ACCOMPLISHMENT SHEET

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

No. of Skin Sales Tax **Product Given** Care Sets Sold Record the total amount Away at Sugg. of sales tax collected. Record the number of Retail skin care sets sold at For inventory replacement each activity. purposes, record the suggested Hostess Name, Sales retail value of any Section I Address, Phone (Less Tax) product you give away as For selling appointments, list No. of Bookings Your retail sales total from hostess credit, sales incentives. the hostess's name address sales tickets before tax i.e., a lip protector given with Record the number of and telephone number. You (suggested retail sales before future selling appointments the purchase of several Sun might wish to make hash booked from each activity. tax less any discounts). Essentials® products, or any marks (III) to keep track of products for personal use. Separate by type of selling the number of calls you When product is sold at less activity (skin care classes. make when following up No. of Orders shows, reorders, etc.). than suggested retail, record with customers. Do not list Record the number of the amount of the discount each call separately. orders you received from (in dollars). For example, if a selling appointment, you gave a customer a 10 percent birthday discount follow-up calls, etc. Date/Time off an order totaling \$50, the Record the date and time discount amount appearing in of the activity. No. of Calls/ this column would be \$5. By Non-Recovered adding the sales less tax column Guests Sales Tax to this column you will know Record how many calls the suggested retail value of the Sales tax based on the you made if following up amount of product that has left suggested retail value of with customers. Record your inventory during the week. the product is remitted to how many guests were the Company at the time present at a skin care class an order is placed. or other selling appointment Hostess Gifts/ Normally this sales tax is (including hostess). **GWP** at Cost recovered at the time you Record your cost for any resell the product to your hostess gifts (other than customers. When product No. of Hours Section I product given (Section I) is given as Invested hostess credit or sold at a away), gifts with purchase Record how long an activity price less than suggested or Preferred Customer took to complete. Program premiums you retail, you may not recoup the sales tax from your give away. This does not customer in this manner. include Section I product given away. Record the amount of non-recovered sales tax on any Section 1 items, for use in tax preparation. Mary Kay Weekly Accomplishment Sheet not a complete summary for income tax or accounting pu ctor and retain a copy for your files. Use additional sheet Sales Di J11223 (888) 555 Christy McConaughey \$19102 1010 nita Aikman Page Independent Beaut Consultant Name and Number Independent Sales Director Name k Ending Date SALES /LESS TAY SOLD (BASIC, TIMEWISE ONLINE/ GIFTS/ GWP AT COST* INCLUDE JUESTS FOR APPOINTMENTS LIST HOSTESS NAME, ADDRESS, TELEPHONE NO NO. OF 7/1 10 am Meredith Ford, 1234 Main St., 242-8071 \$225 \$14.63 \$2.00 \$25.00 \$1.63 2 7/2 1 pm | Brenda Damon, 5678 Stanford, 224-6140 .5 \$50.00 \$3.25 0 0 0 7/5 1 pm | Marianna Pitt, 999 Stanford, 222-1110 2 6 \$175.00 \$11.38 \$2.00 \$30.00 \$1,95 7/5 5 pm | IHTIII Online Orders 2.5 8 0 \$2000 \$13.00 0 0 0 7/7 11 am JHT Preferred Customer Program Calls \$100.00 \$6.50 \$7.00 0 0 \$3.58 Week's Activity Recap 9 24 18 5 4 \$225 \$50.00 \$200,00 \$175.00 \$100.00 \$48.76 \$11.00 \$55.00 YEAR-TO-DATE \$100.00 \$48.76 \$11.00 \$55.00 \$3.58 18 \$225 \$50.00 \$200,00 \$175.00 9 24 5 4 Number of New Team Members \$50.00 \$20000 \$175.00 \$100.00 \$48.76 \$11.00 \$55.00 \$3.58 24 18 5 4 \$225 NEW TOTAL 9 __Number of Appointments for Next Week _ Number of Skin Care Sets Sold WEEKLY SALES TOTAL (LESS TAX) YEAR-TO-DATE SALES TOTAL (LESS TAX) \$750.00 \$750.00 \$ 225.00 Skin Care Classes/Facials \$ 50.00 On The Go Appointments Estimated Weekly Gross Profit Orders Submitted to Company This Week \$ 200.00 Online/Personal Web Site Orders Weekly Sales Total Less Tax 750.00 \$ 175.00 Shows (Trunk Shows, Collection Previ × .40 = 300.00 \$ 100.00 Brochure/Pref. Cust. Program/Misc. \$400.00 Estimated Weekly Gross Profit Section I wholesale 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.

\$25.00

Section 2 item, gift or premium 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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Section 2 at cost

\$ 750.00 Weekly Sales Total Less Tax

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ection with their Mary Kay businesses. This item should not be altered from its original form

Instructions - Weekly Accomplishment Sheet (Cont.)

Dear 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				
Online/Personal Web Site Orders		Shows (Trunk Shows, Collection Previews, etc.)				
Brochure/Pref. Customer Program/Misc. Sales/ Reorders		Other ()				

Next Week's Goals				
Amount of Sales	\$			
Number of Skin Care Classes/ Facials				
Number of On The Go Appointments				
Number of On With The Shows				
Number of Interviews				
Number of Customer Calls				

This Week's Hourly Earnings				
Your Estimated Weekly Gross Profit ÷	<u>\$300.00</u>			
Hours Worked =	9			
Total Earned Per Hour	\$ 33.33			

	New or Prospective Team Members							
INTER- VIEWED (✔)	RECRUITED (✔)	NAME	NAME COMPLETE ADDRESS		E-MAIL ADDRESS			
V		Stephanie Brown	5729 Oak, Anytown, TX 75106	(214) 627-1275	SB@email.com			
/		Jane Miller	4424 Maple, Anytown, TX 75231	(214) 592-1826	JM@email.com			
/	V	Margaret Cole	1317 Woodward, Anytown, TX 76012	nytown, TX 76012 (972) 611-1221				
V		Carol Adams	8624 Marsh, Anytown, TX 75229	(972) 595-4386	CA@email.com			