**MONEY MANAGEMENT WORKSHEET**

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| --- | --- | --- | --- | --- | --- | --- |
| Date | CustomerOr Purchase*(if Purchase is not a product order, take amount out of Profit Column only)* | Sales Tax*(Reserve for Product Order)* | Subtotal | Wholesale Cost*(50%; amount will be more if the product is discounted)* | Section 2 / PCP / Overhead Costs*(10%)* | Profit*(40%)* |
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***Earned Discount Privilege***

*When you order a minimum of* ***$400*** *suggested retail in* ***any Section 1 products****, you will receive a 50% discount on your entire Section 1 order…*

When you order from Mary Kay, you are required to order in $200 or more wholesale increments. You may order once a year or 5,000 times a year, but Mary Kay wants it to be a $200 wholesale order.

However, there is an EARNED DISCOUNT PRIVELEGE you get when you order that $200 wholesale!

*…and qualify for the Earned Discount Privilege. With the Earned Discount Privilege, you can receive a 50% discount on any subsequent orders you place, regardless of size, through the end of 2 months after your order month.*

After your first $200 wholesale order, you may order any item and get it at cost, for **the remainder of that month and the following 2!**

**What does this mean for me?**

* Flexibility. Once you place that $200 wholesale and are considered an *active* consultant, you can order less than $200 if you need to.
* Order smart. If you are at $187 wholesale and it is your last month of your Earned Discount Privilege, then sell something else! You want to get your order up to $200 wholesale so you can extend your EDP. This way, you have it in place if you need to make a smaller order next month.
* Consider shipping overhead. At $8.75 flat rate, shipping costs take less of your profit if you order in bulk amounts.
* Consider carrying inventory. This allows you to supply customer demands and then order once a month just to restock—wiser for money management *and* time management.
* Don’t make the mistake of ordering less than $400 suggested retail if your EDP has expired. The company will not allow you to receive the 50% discount. In other words, they will charge you full price! Yikes! Sell some stuff so you can get to that $400 retail mark and get your discount!
* If your EDP has expired, you are considered *inactive*. As a consultant without team members, there are no negative consequences for this other than the inability to order less than $400 retail at 50% off. You can wait as long as you want to order again. If you wait longer than a year to order, you are no longer considered a consultant.
* If you have team members and you are *inactive* (have not placed a $400 suggested retail order) for 6 months, the above point applies with one other consequence: you will lose your team members. This is fair: we must lead by example.

**Writing the Sales Ticket**

1. Make sure that the entire top portion of the ticket is filled out (you can have the customer do this herself).
2. List each item or set on the ticket.
3. Add up the full retail value of all items and put into the subtotal blank.
4. Figure the sales tax on the full retail value (Colorado Springs is 7.4% so to figure the tax= total \* 0.074) If you are selling a roll up bag- you calculate the tax on the full retail value not the discounted price (In the example the tax is based on $217 NOT the $199- you pay the tax on the full price from Mary Kay so be sure to charge your customer that amount)
5. If there is a discount, write the amount in the blank between subtotal and the tax amount.
6. Subtract the discount from the subtotal and add the sales tax to find the customer’s total. Write the total in the correct blank.
7. Document the payment information.
8. Give the customer one of the carbon copies
9. Save the other copies of the sales ticket for your files.