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| **How to submit weekly accomplishment sheet** |
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| **How to turn in a Weekly Accomplishment Sheet (WAS)** |
| Must turn in before noon on Monday to receive recognition and prizes at unit meeting.Log in to www.marykayintouch.comClick on 'Business Tools'Click on 'Weekly Accomplishment Sheet' and 'Enter Weekly Accomplishment Sheet'Scroll down to last week's dateEnter each sales slip and customer profile separately (even you didn't sell something at an appt still enter the customer's name and # of guests)Enter '# of Guests (# Gst)' to get credit for the number of faces you did for the weekEnter the '$ Sales (less tax)' to get credit for the amount you sold for the weekEnter what type of appt it was (ie. parties/skin care classes, facials, pcp/miscellaneous(reorders) etc)Enter the $ Sales TaxEnter the $ Hostess Gifts (if you gave hostess credit)Enter the $ Give Away (if you gave a discount or a gift certificate)Enter $ Non-Recov Sales Tax (if you forgot to charge sales tax)Click 'Add' for each entryClick 'Next'Enter '# of Team Members Interviewed' to get credit for your interviews for the weekEnter '# of New Team Members' to get credit for your new recruits for the weekClick the 'Submit' tab at the topClick 'Click here' to print a copy of your weekly accomplishment sheet for your taxes and staple your sales slips for the week to the back and save in a fileClick 'Submit my accomplishments' to submit your weekly accomplishment sheet to me for prizes and recognition |

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| **Skype Video Facial with Anna Marie Byers** |
| [Click Here](http://dl.dropbox.com/u/68004916/VideoFacialwAMB.mpeg) or copy and paste this link into your browser:  <http://dl.dropbox.com/u/68004916/VideoFacialwAMB.mpeg>. |