# 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

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| 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 | | | | |
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**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 |
|---|---|---|---|---|---|
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