

Mary Kay Weekly Accomplishment Sheet

Please note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes. Send a copy of this sheet to your Independent Sales Director and 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

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)					HOSTESS GIFTS/ GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION 1)	NON-RECOVERED SALES TAX
							SKIN CARE CLASSES/ FACIALS	ON THE GO APPOINTMENTS	ONLINE/ PERSONAL WEB SITE ORDERS	SHOWS (TRUNK SHOWS, COLLECTION PREVIEWS, ETC.)	BROCHURE/ PREF. CUST. PROGRAM/ MISC. SALES/ REORDERS			
THIS WEEK'S TOTAL														
YEAR-TO-DATE TOTAL														
NEW TOTAL														

WEEKLY SALES TOTAL (LESS TAX) **YEAR-TO-DATE SALES TOTAL (LESS TAX)**

Week's Activity Recap

_____ Potential Team Members Interviewed

_____ Number of New Team Members

_____ Number of Appointments for Next Week

_____ Number of Skin Care Sets Sold

\$ _____ Skin Care Classes/Facials

\$ _____ On The Go Appointments

\$ _____ Online/Personal Web Site Orders

\$ _____ Shows (Trunk Shows, Collection Previews, etc.)

\$ _____ Brochure/Pref. Cust. Program/Misc. Sales/Reorders

\$ _____ Weekly Sales Total Less Tax

Orders Submitted to Company This Week

\$ _____ Section 1 wholesale

\$ _____ Section 2 at cost

Estimated Weekly Gross Profit

Weekly Sales Total Less Tax \$ _____

x .40

Estimated Weekly Gross Profit = _____

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.

*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.

