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 _____ Page ____ of ____

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				
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

_____ Number of Team-Building Appointments
_____ Number of New Team Members
_____ Number of Selling Appointments for Next Week
_____ Number of Skin Care Sets Sold
$_____ 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
$_____ 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 items or gifts with purchase 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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