## 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			01	
		-					NO. OF	SALES (LESS TAX)									
DATE/TIME	FOR APPOINTMENTS IME LIST HOSTESS NAME, ADDRESS, TELEPHONE NO.			NO. OF CALLS/ GUESTS (INCLUDE HOSTESS)	NO. OF	NO. OF BOOK- INGS	SKIN CARE SETS SOLD (BASIC, TIMEWISE*, VELOCITY*)	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	SALES TAX	HOSTESS GIFTS/ GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION I)	NON- RECOVERED SALES TAX	
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	Week's Activity Recap	THIS WEEK'S TOTAL															
	Number of Team-Building Appointments	YEAR-TO-DATE TOTAL															
<u> </u>	Number of New Team Members	NEW TOTAL															
	Number of Selling Appointments for Next Week Number of Skin Care Sets Sold	WEEKLY SALES TOTAL (LESS TAX)								YEAR-TO-DATE SALES TOTAL (LESS TAX)							
\$	\$ Skin Care Classes/Facials/Color Appt.			Orders Submitted to						Estimated Weekly Gross Profit							
\$ On the Go Appointments \$ Online/Personal Web Site Orders			Company This Week							Weekly Sales Total Less Tax \$							
\$ Shows (Collection Previews, etc.)  \$ Pref. Cust. Program Mailings/Reorders/Misc. Sales  \$ Weekly Sales Total Less Tax		\$	\$ Section I wholesale \$ Section 2 at cost								Estimated Weekly Gross Profit = .40  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.						
		\$															

<sup>\*</sup>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.