

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.

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Independent Beauty Consultant Name and Number

Telephone No.

Independent Sales Director Name

Week Ending Date

[illegible]

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
\$ _____	<i>On The Go</i> Appointments
\$ _____	Online/Personal Web Site Orders
\$ _____	Shows (Trunk Shows, Collection Previews,
\$ _____	Brochure/Pref. Cust. Program/Misc. Sales/Reorders
\$ _____	Weekly Sales Total Less Tax

**THIS WEEK'S
TOTAL**

YEAR-TO-DATE
TOTAL

NEW TOTAL

WEEKLY SALES TOTAL (LESS TAX)

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

Orders Submitted to Company This Week

\$ _____ Section I 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.

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Dear 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 _____ On The Go Appointments _____

Online/Personal _____ Shows (Trunk Shows,
Web Site Orders _____ Collection Previews, etc.) _____

Brochure/Pref. Customer _____
 Program/Misc. Sales/ _____
 Reorders _____ Other (_____) _____

Next Week's Goals

Amount of Sales \$

Number of Skin Care Classes/
FacialsNumber of *On The Go* Appointments _____Number of *On With The Shows*

Number of Interviews

Number of Customer Calls

This Week's Hourly Earnings

Your Estimated Weekly

Gross Profit \$

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Hours Worked

$$=$$
Total Earned

Per Hour \$

New or Prospective Team Members

[illegible]