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)					SALES TAX	HOSTESS GIFTS/ GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION 1)	NON-RECOVER-ED SALES TAX
							SKIN CARE CLASSES/ FACIALS	*ON THE GO* APPOINT-MENTS	ONLINE/ PERSON-AL 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) _____

INCOME PRODUCING ACTIVITIES

IPAS completed:

_____ 1 Skin Care Class (3 faces & $150+ retail)
_____ 2 Facials or On-the-Go Appointments ($100+)
_____ Re-Orders (1 per $100)
_____ 1 Interview (Interview Evaluation turned in)
_____ Follow up with a tape (Choices Eval. turned in)
_____ 1 Guest at meeting (Mill. Woman form turned in)
_____ 7 NEW Contacts (talk to live and in person)
_____ 2 NEW Bookings (Facials, classes or On-the Go)
_____ 1 NEW Team Member
_____ 1 Complete Travel Rollup Bag
_____ 2 New Basics Sold
_____ Business Debut

_____TOTAL IPAS produced for the week

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.