**INSTRUCTIONS – WEEKLY ACCOMPLISHMENT SHEET**

The following instructional information provides suggestions on how to fill out the weekly accomplishment sheet. Please note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes.

**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, 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.

- **No. of Skin Care Sets Sold**
  - Record the number of skin care sets sold at each activity.

- **No. of Bookings**
  - Record the number of future selling appointments booked from each activity.

- **No. of Orders**
  - Record the number of orders you received from a selling appointment, follow-up calls, etc.

- **No. of Calls/Guests**
  - Record how many calls you made if following up with customers. Record how many guests were present at a skin care class or other selling appointment (including hostess).

- **No. of Hours Invested**
  - Record how long an activity took to complete.

- **Sales Tax**
  - Record the total amount of sales tax collected.

- **Sales (Less Tax)**
  - Your retail sales total from sales tickets before tax (suggested retail sales before tax less any discounts). Separate by type of selling activity (skin care classes, shows, reorders, etc.).

- **Product Given Away at Sugg. Retail**
  - For inventory replacement purposes, record the suggested retail value of any Section I product you give away as hostess credit, sales incentives, etc., or a lip protector given with the purchase of several Sun Essentials® products, or any products for personal use. When product is sold at less than suggested retail, record the amount of the discount (in dollars). For example, if you give a customer a 10 percent birthday discount off of an order totaling $500, the discount amount appearing in this column would be $50. By adding the sales less tax column to this column you will now have the suggested retail value of the amount of product that has left your inventory during the week.

- **Hostess Gifts/GWP at Cost**
  - Record your cost for any hostess gifts (other than Section I product given away) or gifts with purchase you give away. This does not include Section I product given away.

- **Non-Recovered Sales Tax**
  - Sales tax based on the suggested retail value of the product is remitted to the Company at the time an order is placed. Normally this sales tax is recovered at the time you resell the product to your customers. When product (Section I) is given as hostess credit or sold at a price less than suggested retail, you may not recoup the sales tax from your customer in this manner. Record the amount of non-recovered sales tax on any Section I items, for use in tax preparation.

- **Weekly Accomplishment Recap**
  - Please note: The weekly accomplishment sheet is not a complete summary for income tax or accounting purposes.

- **Careers Essentials – Success Tools**
  - Please note: The Mary Kay Accomplishment Sheet is not a complete summary for income tax or accounting purposes.
Next Week’s Goals

Amount of Sales $

Number of Skin Care Classes/Facials

Number of On The Go Appointments

Number of On With The Shows

Number of Team-Building Appointments

Number of Customer Calls

CAREER ESSENTIALS – SUCCESS TOOLS

INSTRUCTIONS – WEEKLY ACCOMPLISHMENT SHEET (CONT.)

I would like more information about the following areas:

Booking ______ Closing My Classes ______

Coaching ______ Customer Service ______

Sharing The Opportunity ______ Business Management ______

Television Sales ______ Obtaining Reorders ______

Skin Care Classes/Facials ______

On The Go Appointments ______

Online/Personal Shows (Collection, Previews, etc.) ______

Pref. Customer Program Mailings/Reorders ______ Other (______________) ______

New or Prospective Team Members

INTERVIEWED RECRUITED NAME COMPLETE ADDRESS TELEPHONE E-MAIL ADDRESS

(✔) (✔) (✔) (✔)

Dear Independent Sales Director:

$ 33.33

9

300.00

Your Estimated Weekly Gross Profit $

÷ Hours Worked = Total Earned Per Hour $

This Week’s Hourly Earnings

Next Week’s Goals

I would like more information about the following areas:

Booking ______ Closing My Classes ______

Coaching ______ Customer Service ______

Sharing The Opportunity ______ Business Management ______

Television Sales ______ Obtaining Reorders ______

Skin Care Classes/Facials ______

On The Go Appointments ______

Online/Personal Shows (Collection, Previews, etc.) ______

Pref. Customer Program Mailings/Reorders ______ Other (______________) ______

New or Prospective Team Members

INTERVIEWED RECRUITED NAME COMPLETE ADDRESS TELEPHONE E-MAIL ADDRESS

(✔) (✔) (✔) (✔)

Dear Independent Sales Director: