Weekly Accomplishment Sheets

Weekly Accomplishment Sheets (or Summary Sheets) should be completed every week and a copy turned in to your Director every week. Weekly Accomplishment Sheets must be turned in to collect prizes awarded for Unit or Company challenges. You may fax or email a copy to your Director. You may bring a copy with you to your weekly meeting. Or you may complete your sheet online through www.marykayintouch.com by clicking on Record My Weekly Accomplishments and following the instructions.

Number of orders received at activity.

Number of follow-up calls or guests at activity.

Number of hours invested to complete activity.

Hostess Name, Address, Phone

Date/Time of activity.

Hostess Gifts. Record your cost for hostess gifts (other than Section 1 product).

Sales Tax collected.

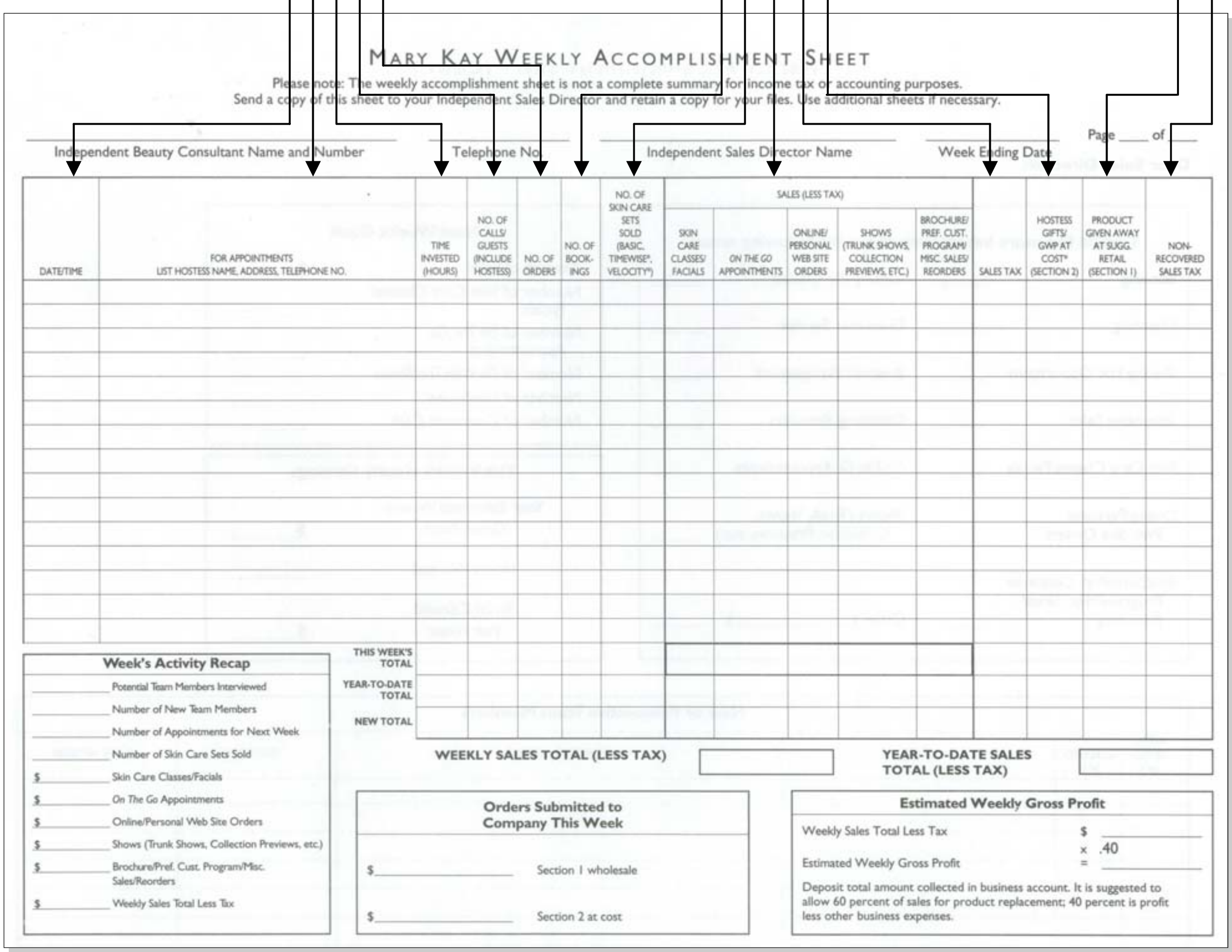
Retail Sales before sales tax.

Number of Skin Care Sets Sold

Number of appointments booked at the activity.

Non-Recovered Sales Tax. Record Section 1 product given away or sold at a price less than suggested retail for tax preparation.

Product Given Away. Record the suggested retail value of Section 1 product given. By adding the Sales Less Tax column to this column, you will know the value of product that left your inventory.



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 | 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) SKIN CARE CLASSES/ FACIALS	ON THE GO APPOINTMENTS	ONLINE/ PERSONAL WEB SITE ORDERS	SHOWS (TRUNK SHOWS, COLLECTION PREVIEWS, ETC.)	BROCHURE/ PREF. CUST. PROGRAM/ MISC. SALES/ REORDERS	SALES TAX	HOSTESS GIFTS/ GWP AT COST* (SECTION 2)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION 1)	NON-RECOVERED SALES TAX
	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

- ______ 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
- $______ *On The Go* Appointments
- $______ Online/Personal Web Site Orders
- $______ Shows (Trunk Shows, Collection Previews, etc.)
- $______ Brochure/Pref. Cust. Program/Misc. Sales/Reorders
- $______ 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.