

### 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, Adopted Sales Director if you have one and also retain a copy for your files. Use additional sheets if necessary.

**PLEASE INPUT ALL DATA IN YELLOW AREAS!!**

Suzie Sample	SS1234	6088352270	Sheryl Peterson	Week Ending Date	9/9/2006
Independent Beauty Consultant Name	Consultant Number	Phone Number	Independent Sales Director Name	(MK weeks start on Sunday and end on Saturday)	

Date	List Client's or Hostess's Name	Time Invested (Hours)	# of Faces (Include Hostess)	# of Orders	# of Bookings	# of Skin Care Sets Sold	Weekly Sales (not including tax)-MONEY COLLECTED			Sales Tax Collected	Product Given Away at sugg. Retail (Section 1)	Non-Recovered Sales Tax
							Skin Care Classes	Facials	Reorders / Misc Sales (includes all sales that are not classes or facials)			
09/03/06	Jane Doe - Bought IDIA Bag w/ products retailing \$269 and collected \$249 for it	1.5	1	1	1	1		249.00		14.80	20.00	
09/05/06	Sally Smith - Reorder and received Birthday 10% off her lipstick			1					11.70	0.72	1.30	
09/05/06	Betty Jones - Reorder			1					60.00	3.30		
09/06/06	Mariah Peterson's class	2.5	3	3	2	1	220.00			15.62	64.00	
	1 bought skin care set (\$54)											
	1 bought 2 sets (\$55 and \$52) and got 1 set for 1/2 price (\$48 at 1/2 price for \$24)											
	Hostess got \$75 for \$35 (which is \$40 free and \$35 collected)											
09/06/06	Personal Use - Oil Free Eye Makeup Remover (which is a \$14 retail value item)								7.00	0.77	7.00	
09/06/06	DEMO - Satin Hands Set to use at classes \$30 value										30.00	1.65
This Week's Total		4.0	4.0	6.0	3.0	2.0	\$220.00	\$249.00	\$78.70	\$35.21	\$122.30	\$1.65
Fill In Last Week's Calendar Year-To-Date Total												
New Calendar Year-To-Date Total		4.0	4.0	6.0	3.0	2.0	\$220.00	\$249.00	\$78.70	\$35.21	\$122.30	\$1.65

#### Week's Activity Recap

2	Potential Team Members Interviewed
1	No. of New Team Members
4	No. of Appts. For Next Week
2	No. of Skin Care Sets Sold
\$220.00	Skin Care Classes (\$)
\$249.00	Facials (\$)
\$78.70	Reorders / Misc. Sales (\$)
\$547.70	Weekly Sales Total Less Tax (\$)

1. Weekly Sales Total (which is Money Collected {not including tax} from the 3 sales categories of Classes+Facials+Reorders/Misc Sales)	\$547.70
+ Plus Product Given Away at Sugg. Retail Total	+ \$122.30
2. Equals Retail Value of PRODUCT MOVED	= \$670.00
3. COST of Prod Moved (equals PRODUCT MOVED divided by 2)	\$335.00
4. GROSS PROFIT (is Weekly Sales Total MINUS Cost of Prod Moved)	\$212.70

GROSS PROFIT divided by Time=  
\$53.18 /hour

**MUST be reinvested in wholesale product!**

If you didn't start at FULL inventory, then you'll want to reinvest any extra profits until you have a FULL inventory. If you are at FULL inventory, then you can spend your profits (after expenses) any way you want.

Orders Submitted to the Company This Week	
Section 1 Wholesale \$	335.00
Section 2 at cost \$	16.00

Name, Complete Address & Phone Number	E-mail Address	Name, Complete Address & Phone Number	E-mail Address
Jane Doe, 123 Flower Lane, J-Town, WI 53549 (920) 123-4567			
Mariah Peterson, 5555 Main Street, Madison, WI 53719 (608) 222-6666			