



Hostess Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Hostess Checklist

- \$25 - Provide Guest List in 48 hrs
- \$25 - 5+ guests 21 & older and do not have a consultant
- \$25 - \$225+ in Total Sales
- \$25 - 2 Future Bookings
- \$100 - \$100+ in Outside Sales

## STEP 1 Party Prep

- Invites Sent
- Guest List Received
- Review Hostess Packet with Hostess
- Pre-Profile Guests
- Arrive 1 hour before the party to set up

## Party Information

\_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_  
DATE TIME (AM or PM)

## STEP 2 Collect Guest List & Pre-Profile

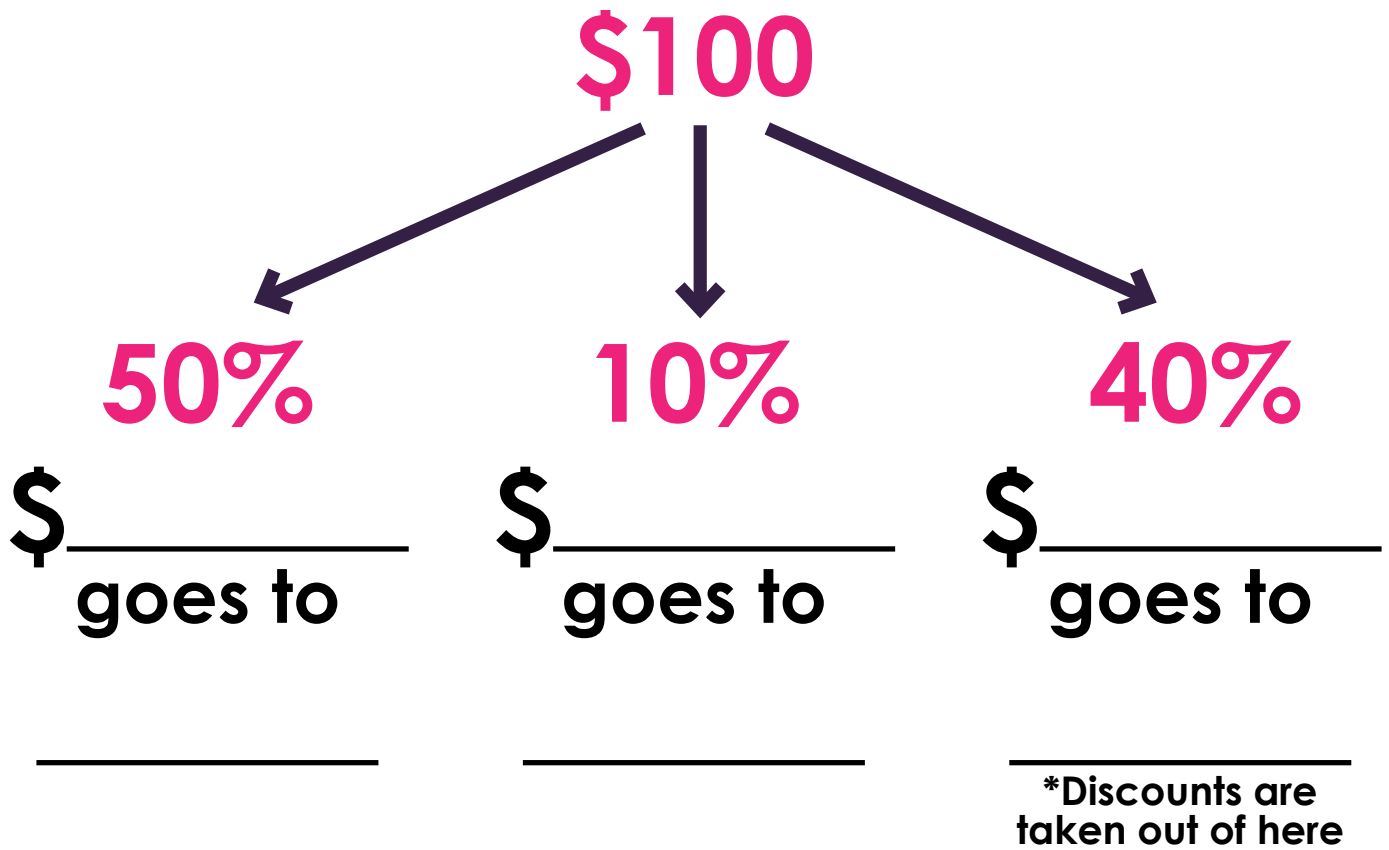
Name & Phone	Tried MK?	Skin Tone <small>IVORY, BEIGE OR BRONZE</small>	Skin Type <small>NORMAL/DRY COMBO/OILY</small>	1 Thing to change	Notes
1) _____	_____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____	_____
7) _____	_____	_____	_____	_____	_____
8) _____	_____	_____	_____	_____	_____
9) _____	_____	_____	_____	_____	_____
10) _____	_____	_____	_____	_____	_____
11) _____	_____	_____	_____	_____	_____
12) _____	_____	_____	_____	_____	_____
13) _____	_____	_____	_____	_____	_____

## STEP 3 Manage Your \$\$ Party Wrap-Up



Sets Sold: \_\_\_\_\_  
 Parties Booked: \_\_\_\_\_  
 Sharing Appts. Scheduled: \_\_\_\_\_  
 New Team Members: \_\_\_\_\_  
 Follow up on "Tell Us What You Think" form: \_\_\_\_\_

# 60-40 SPLIT



*Tax is not part of this calculation.*



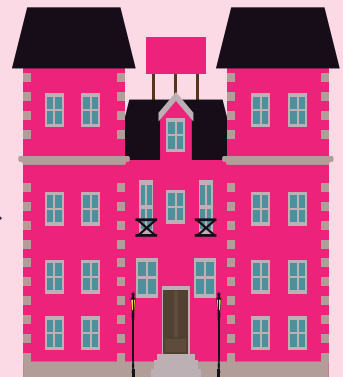
Customer

Tax →



You

Tax →



Company

# INSTRUCTIONS – WEEKLY ACCOMPLISHMENT SHEET

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

### Hostess Name, Address, Phone

For selling appointments, list the hostess's name, address and telephone number. You might wish to make hash marks (||) to keep track of the number of calls you make when following up with customers. Do not list each call separately.

### Date/Time

Record the date and time of the activity.

### 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 1 product you give away as hostess credit, sales incentives (i.e., a lip gloss given with the purchase of several lipstick 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 gave a customer a 10 percent birthday discount off an order totaling \$50, the discount amount appearing in this column would be \$5. By adding the sales less tax column to this column you will know 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 1 product given away) or gifts with purchase you give away. This does not include Section 1 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 1) is given as hostess credit or sold at a price less than suggested retail, you may not recover the sales tax from your customer in this manner. Record the amount of non-recovered sales tax on any Section 1 items, for use in tax preparation.

## 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, you can 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.

Anita Aikman J11223 (888) 596-1010 Christy McDonaughey 3/5/07 Page 1 of 1  
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		SALES (LESS TAX)		ONLINE/ PERSONAL WEB SITE ORDERS	SHOWS (COLLECTION PREVIEWS, ETC.)	PRF. CUST. PROGRAM MAILINGS/ REORDERS/ MISC SALES	SALES TAX	HOSTESS GIFTS/ GWP AT COST* (SECTION 3)	PRODUCT GIVEN AWAY AT SUGG. RETAIL (SECTION 1)	NON- RECOVERED SALES TAX
						(BASIC, TIMEWISE, VELOCITY)	(TIMEWISE*, REPAIR*, ON THE GO APPOINTMENTS)									
3/1 10 am	Meredith Ford, 1234 Main St., 242-8071	3	4	4	1	2	\$225						\$14.63	\$2.00	\$25.00	\$1.63
3/2 1 pm	Brenda Damon, 5678 Stanford, 224-6140	.5	1	1	1	1		\$50.00					\$3.25	0	0	0
3/5 1 pm	Marianna Pitt, 999 Stanford, 222-1110	2	6	4	2	1				\$175.00			\$11.38	\$2.00	\$30.00	\$1.95
3/5 5 pm	III Online Orders	2.5	8	7	1	0			\$200.00				\$13.00	0	0	0
3/7 11 am	Preferred Customer Program Calls	1	5	2	0	0						\$100.00	\$6.50	\$7.00	0	0
<b>THIS WEEK'S TOTAL</b>		9	24	18	5	4	\$225	\$50.00	\$200.00	\$175.00	\$100.00	\$48.76	\$11.00	\$55.00	\$3.58	
<b>YEAR-TO-DATE TOTAL</b>		9	24	18	5	4	\$225	\$50.00	\$200.00	\$175.00	\$100.00	\$48.76	\$11.00	\$55.00	\$3.58	
<b>NEW TOTAL</b>		9	24	18	5	4	\$225	\$50.00	\$200.00	\$175.00	\$100.00	\$48.76	\$11.00	\$55.00	\$3.58	

Week's Activity Recap	
4	Number of Team-Building Appointments
1	Number of New Team Members
5	Number of Selling Appointments for Next Week
4	Number of Skin Care Sets Sold
\$ 225.00	Skin Care Classes/Facials/Color Appt.
\$ 50.00	On the Go Appointments
\$ 200.00	Online/Personal Web Site Orders
\$ 175.00	Shows (Collection Previews, etc.)
\$ 100.00	Prf. Cust. Program Mailings/Reorders/Misc. Sales
\$ 750.00	Weekly Sales Total Less Tax

Orders Submitted to Company This Week	
\$ 400.00	Section 1 wholesale
\$ 25.00	Section 2 at cost

Estimated Weekly Gross Profit	
Weekly Sales Total Less Tax	\$ 750.00
	x .40
Estimated Weekly Gross Profit	= 300.00
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 items or gifts with purchase given to hostess or customer in addition to, or instead of, a discount from suggested retail price of Section 1 products. © 1999, 2002, 2004, 2007 Mary Kay Inc. Printed in U.S.A. 10-013656 6/07  
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# Understanding Your MK Status & Earned Discount Privilege

This reminder can help you:

- Keep your Active Status current.
- Keep your business on the cutting edge.
- Take advantage of your current Earned Discount Privilege by ordering any last-minute products.



## Definitions:

**Retail** - What the Customer pays (full suggested price).

**Wholesale** - What an Active Consultant pays (discounted price).

**How the Earned Discount Privilege works:** When you place a minimum \$225 wholesale (\$450 retail) order in one month, you then have the privilege of receiving a 50% discount on any Section 1 wholesale order (regardless of size) as long as you remain **ACTIVE**.

## How to remain in Active Status as a Consultant in MK:

**Active Status:** You are considered "Active Status" for the month you place a minimum \$225 wholesale order (\$450 retail) AND the two following calendar months:

January	February	March	April	May	June
You place a \$225 wholesale order	You do not place an order	You do not place an order	You do not place an order	You do not place an order	You do not place an order
Active 1st Month "A1" Status	Active 2nd Month "A2" Status	Active 3rd Month "A3" Status	Inactive 1st Month "I1" Status	Inactive 2nd Month "I2" Status	Inactive 3rd Month "I3" Status

If you are already Active Status (A1, A2 or A3) AND take advantage of your Earned Discount Privilege, this month becomes your NEW A1 month. You have earned two more months of Active Status! This order can be a SINGLE \$225 wholesale order OR a CUMULATIVE \$225 wholesale order, BUT the order has to be placed during a single calendar month.

January	February	March	April	May	June
You place a \$225 wholesale order	You do not place an order	You place a SINGLE \$225 wholesale order OR You place a CUMULATIVE \$225 order: 1. \$110 wholesale 2. \$115 wholesale	You do not place an order	You do not place an order	You do not place an order
Active 1st Month "A1" Status	Active 2nd Month "A2" Status	Active 1st Month "A1" Status	Active 2nd Month "A2" Status	Active 3rd Month "A3" Status	Inactive 1st Month "I1" Status

**Inactive Status:** If you fall into Inactive Status, you must place a SINGLE \$225 wholesale order to regain Active Status & your Earned Discount Privilege.

January	February	March	April	May	June
You place a \$225 wholesale order	You do not place an order	You do not place an order	You do not place an order	You place a SINGLE \$225 wholesale order	You do not place an order
Active 1st Month "A1" Status	Active 2nd Month "A2" Status	Active 3rd Month "A3" Status	Inactive 1st Month "I1" Status	Active 1st Month "A1" Status	Active 2nd Month "A2" Status