### 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.

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**Independent Beauty Consultant Name and Number**
**Telephone No.**
**Independent Sales Director Name**
**Week Ending Date**

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**Date/Time**
**List Hostess Name, Address, Telephone No.**
**Time Invested (Hours)**
**NO. of Calls/Guests (Include Hostess)**
**NO. of Orders**
**NO. of Bookings**
**NO. of Skin Care Sets Sold (Basic, Timewise, Velocity)**
**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**
**In the House**
**GWP at Cost** (Section 2)
**Product Given Away at Sugg. Retail** (Section 1)
**Non-Recovered Sales Tax**

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**SALES (LESS TAX)**

<table>
<thead>
<tr>
<th>Time Invested (Hours)</th>
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</tr>
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</table>

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**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

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**WEEKLY SALES TOTAL (LESS TAX)**

**YEAR-TO-DATE SALES TOTAL (LESS TAX)**

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**Orders Submitted to Company This Week**

<table>
<thead>
<tr>
<th>Section 1 wholesale</th>
<th>Section 2 at cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$__________________</td>
<td>$________________</td>
</tr>
</tbody>
</table>

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**Estimated Weekly Gross Profit**

Weekly Sales Total Less Tax $__________

\[
\text{Estimated Weekly Gross Profit} = \text{Weekly Sales Total Less Tax} \times 0.40
\]

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.