My Weekly Summary

Consultant Name

Please send or turn in a copy of this summary sheet to your Director so we can recognize you for your efforts.
Without your summary, we cannot recognize you in the newsletter, at the meeting, or at our year-end awards.

Week ending date (Saturday)

Posted by:

Date	Hostess/Customer Name If it's a class, you only need to list the Hostesses name. Track all faces including guests on your Focus Card.	Prospect?	Time (Hours) Invested	Sold a BASIC!	Booked for a future appt!	Sales from SKIN CARE CLASSES & SHOWS	Sales from FACIALS	Sales from ON THE GO, MISC, GIFT SALES	Sales from RE-ORDERS	Sales from Website	SALES TAX	Hostess Gifts/GWP at Cost* (Section 2)	Product Given Away at Sugg. Retail (Sec 1)
SUBTOTALS													

IPA GOALS:
5 Part time
10 Full time
15 or more Car/Director

I create wealth!
I am so organized!

Get $100 MK Bucks for each IPA completed!!!

_____ Skin Care Class (3 faces & $100 + in sales)
_____ 2 Facials ($100 + retail)
_____ Re-orders (1 per $100)
_____ 1 Interview (form turned in)
_____ Follow-Up with Tape/CD (form turned in)
_____ 1 Guest at meeting (18 or older)
_____ 7 new contacts (phone, in person, referrals, name game, warm chatter)
_____ 2 new bookings (Facials, classes)
_____ 1 new team member (agreement completed)
_____ 2 new basics (Classic, Time Wise, Velocity, Men's)

_____ TOTAL MK BUCKS earned

Total Sales (less tax for recognition only): _____

This weeks total income: _____
(total cash deposited in Mary Kay Account)

50% (Sec 1) Inventory replenishment=_____

50% Estimated gross profit= _____
5% (Sec 2) Supplies_____
5% PCP:_____
__% for SAVINGS (or investment payoff)=_____

Deposit remainder in personal acct=_____

I am a great money manager!

STAR	WEEKLYSALES GOAL	I DID IT!
SAPPHIRE	$300	
RUBY	$400	
DIAMOND	$500	
EMERALD	$600	
PEARL Court of Sales!	$800	