

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!!**

Independent Beauty Consultant Name

Consultant Number

Phone Number

Independent Sales Director Name

(MK weeks start on Sunday and end on Saturday)

d 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) |                     |  |                         |
|   | Suzi Reorder                    |                       |                              | 1           | 1             |                          |  |         | 15.00  | 1.05                |  |                         |
|   | Mary Guest to Meeting           | 1.0                   | 1                            | 1           | 1             | 1                        |  |         | 98.00  | 7.91                | 15.00  |                         |
|   | Deb Party                       | 2.5                   | 5                            | 5           | 3             | 3                        | 300.00   |         |  | 21.00               | 50.00  | 3.50                    |
|   | Demo                            |                       |                              |             |               |                          |  |         |  |                     | 34.00  | 2.38                    |
|   | Personal                        |                       |                              |             |               |                          |  |         | 7.50   | 1.05                | 7.50   |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
|   |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
| This Week's Total                               |                                 | 3.5                   | 6.0                          | 7.0         | 5.0           | 4.0                      | \$300.00   | \$0.00  | \$120.50   | \$31.01             | \$106.50                                       | \$5.88                  |
| Fill In Last Week's Calendar Year-To-Date Total |                                 |                       |                              |             |               |                          |  |         |  |                     |  |                         |
| New Calendar Year-To-Date Total                 |                                 | 3.5                   | 6.0                          | 7.0         | 5.0           | 4.0                      | \$300.00   | \$0.00  | \$120.50   | \$31.01             | \$106.50                                       | \$5.88                  |

|          |                                    |
|----------|------------------------------------|
|          | Potential Team Members Interviewed |
|          | No. of New Team Members            |
|          | No. of Appts. For Next Week        |
| 4        | No. of Skin Care Sets Sold         |
| \$300.00 | Skin Care Classes (\$)             |
| \$0.00   | Facials (\$)                       |
| \$120.50 | Reorders / Misc. Sales (\$)        |
| \$420.50 | 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) + Plus Product Given Away at Sugg. Retail Total | + | \$420.50<br>\$106.50 |
| 2. Equals Retail Value of PRODUCT MOVED   | = | \$527.00             |
| 3. COST of Prod Moved (equals PRODUCT MOVED divided by 2)   |   | \$263.50             |
| 4. GROSS PROFIT (is Weekly Sales Total MINUS Cost of Prod Moved)  |   | \$157.00             |

**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.

|                        |  |
|------------------------|--|
| Section 1 Wholesale \$ |  |
| Section 2 at cost \$   |  |

| Name, Complete Address & Phone Number | E-mail Address | Name, Complete Address & Phone Number | E-mail Address |
|---------------------------------------|----------------|---------------------------------------|----------------|
|                                       |                |                                       |                |
|                                       |                |                                       |                |
|                                       |                |                                       |                |
|                                       |                |                                       |                |
|                                       |                |                                       |                |