

4 WEEKS OF BASICS  
FOR NEW CONSULTANTS

# START-UP SUITES

session #4 - Let's talk money



# TRACK YOUR BUNDLES

Utilize the Great Start APP to track your bundles earned



Download for Apple



Download for Google Playstore



**Active Order** = \$225 wholesale (\$450 retail)

**Qualified Order** = \$600 personal wholesale all at once or accumulated over your first 4 months of business

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# ACTIVITY STATUS

## UNDERSTANDING Activity Status & Discount

A1	A2	A3	I1	I2	I3	T1	T
active month 1	active month 2	active month 3	inactive month 1	inactive month 2	inactive month 3	terminated month 1	remaining months
Place at least a \$225 wholesale section 1 order & receive the Earned Discount Privilege of 50%. Additional orders of any size this month are also 50% off.	Earned Discount Privilege of 50% on any size order.  A cumulative wholesale order of \$225+ in either of these 2 months will reinstate your A1 Status.		No product ordering discount.  Must place at least a \$225 wholesale section 1 order to reactivate and receive the Earned Discount Privilege of 50%.			Will permanently lose all Team Members if no minimum \$225 wholesale section 1 order is placed this month.	After 12 months of not ordering you are no longer a Mary Kay Consultant and must sign a new agreement.
Earned Discount Privilege (EDP) Use of Customer Delivery Service (CDS) Receive Commissions on Team Member Orders Counts as an ACTIVE unit/team member Receives the Applause magazine			No EDP No CDS Forfeits Recruiting Commissions earned Receives the Applause magazine			No EDP No CDS Cannot Recruit No Applause magazine	

**Earned Discount Privilege works this way:** You receive a 50% discount on any Section 1 wholesale order when you order a minimum \$225 wholesale (\$450 retail). **You will continue to receive a 50% discount on any Section 1 product order (regardless of size) as long as you remain "Active".**

**"Active" status:** The month you place a minimum \$225 wholesale order (\$450 retail) and the two following calendar months you are considered "Active." As long as you remain "Active" you receive your Earned Discount Privilege and 50% discount buying power plus the privilege to use the Customer Delivery Service (as long as you also maintain a Propay account)! The \$225 wholesale minimum may be accrued **cumulative** during any single month period. For example, should you already be "Active" and take advantage of your Earned Discount Privilege and place two wholesale orders during a single month period totally \$225 wholesale cumulative during that month period; you would start over again with the month being your **NEW** "Active" Status (A1) and you would have two further months of "Active" status available after that month.

JAN	FEB	MAR	APR	MAY
\$0 INACTIVE	\$225 WHOLESAL A1	\$0 A2	\$0 A3	\$0 INACTIVE

# TRACK YOUR SALES

## Paper Sales Ticket

- Fill out Customer Information on top
- Add the items they order to lines individually
- Total up the retail price of their items
- Figure your Sales Tax (for your city/state)
- Apply any discounts
- Figure a Grand Total (Subtotal + Tax - discounts (if any) = TOTAL



How to fill out a Sales Ticket



## Digital Sales Ticket

### MyCustomers + app

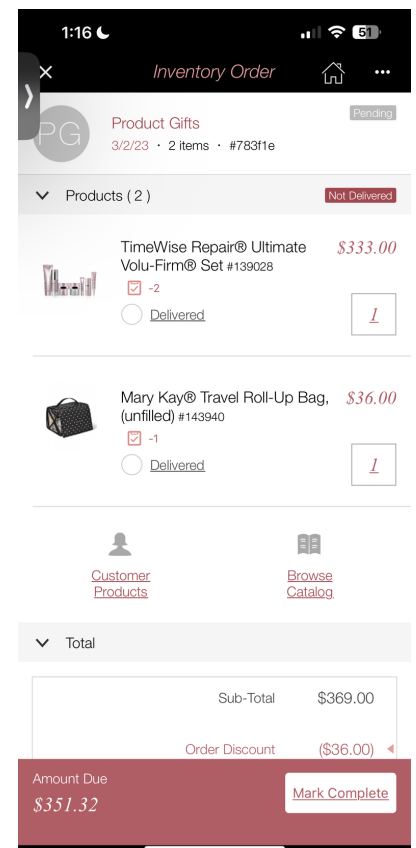
- Open My Customers + App
- Tap the large + in the lower left corner
- Choose Customer (CDS order or From My Inventory)
- Search for & select items customer is ordering & add to their bag
- Apply any order discount / apply Sales Tax
- Add Payment
- Mark Complete



How to process a Personal Website Order



How to process a CDS Order



# MY CUSTOMERS +

Two main ways to keep track of your customers and their information:

- My Customers Plus App
- My Customers on InTouch

Both populate the same database, so you can work from either place and the information will end up in the same spot.

You can do this at the time you are connecting with the customer, or you can use a paper profile card and do it during office time. When someone registers in the Mary Kay app or on your website, their information will automatically populate in My Customers.

## Sales Tracking

You **MUST** track sales on your own. Mary Kay does not track it for you, they do not know how much you sold in a week, month, or year. You will need this information for tax purposes, so it's important to set up your system from the start.

Two main tasks for tracking sales

1. Entering the order for your customer
2. Entering the sale on your 60/40 sheet

Entering each order for your customers is done in My Customers as we just discussed. When you process an order that someone does online or in the app, it will go there automatically.



# WEEKLY ACCOMPLISHMENTS

This shows you your activity for the week and helps you see the breakdown of your business and your money. When you enter orders in My Customers, it will automatically populate on your WAS. Then at the end of the week you have less work to do and can move through it quickly to submit to your director.

## Weekly Accomplishment Sheet INSTRUCTIONS



Under 'Business Tools' choose 'Weekly Accomplishments' then choose 'Enter Weekly Accomplishments' which will take you to this screen:



**Time Saving Tip:** Enter Sales Tickets as you make your sales, and most of the information will already be plugged in to your Weekly Accomplishment Sheet under 'myCustomers Orders' - otherwise, you will enter orders under 'Manual Orders'!

- Week of:** Be sure to change to the correct week so that we can recognize your hard work
- Date:** Record the date of the activity
- Hostess:** For parties, you can list just the Hostess and add up her total party sales! You may also list individual sales here
- Hours:** Record how long you spent on each activity
- Guests:** Record how adult females were present at each appointment
- Orders:** Record the # of orders you received during your selling appointment, follow-up calls, etc.
- Bookings:** Record the # of bookings you received from your activity
- SCS:** Record the # of Skin Care Sets you've sold at each appointment (a Skin Care Set is a Cleanser and Moisturizer sold together!)
- Sales Tax:** Record the total amount of Sales Tax collected
- Hostess Gifts:** Record the total amount of Hostess Credit
- Give Away:** Record the total amount of full size product given away
- Non-Rev:** Any discount given off an order (\$ off or % off)
- Type:** Was your appointment a Party (3+ adult women), a facial (or double), On-the-Go, a Personal Website Order, or a Reorder (PCP/Misc)?

Week of: 4/17/2017 - 4/23/2017  Show Last Seminar Year

myCustomer® Orders (click here) (no orders)  
Manual Orders:

Click on the blue links below for help on what to enter in each field.

Date (MM/DD)	Hostess	Hours	Guests	Orders	Bookings	# SCS Sold	\$ Sales (Less Tax)	Type	\$ Sales Tax	\$ Hostess Gifts	\$ Give Away	\$ Non-Rev. Sales Tax
04/17	Susie Q	2.00	4	4	2	2	\$450.00	Parties/Skin Care Cla	\$32.63	\$125.00	\$15.00	
This Week's Total		2.00	4	4	2	2	\$450.00		\$32.63	\$125.00	\$15.00	
Year to Date Total		34.00	51	38	11	7	\$1,633.00	\$902.00	\$181.82	\$290.40	\$258.50	
Weekly Total (less tax)						\$450.00		Year To Date Sales Total (less tax)			\$3,135.50	

Please Note: The weekly accomplishment sheet is not a complete summary for income tax and accounting purposes.

How to enter your weekly accomplishments:





# WEEKLY ADMIN TASKS

Your Mary Kay is a business. If you work in your office doing the paperwork type tasks that are required each week, it does not become so overwhelming. If you let things pile up and then try to sort it out, you will get frustrated.

## Office tasks:

1. Customer data entry
2. Sales tracking
3. Weekly Accomplishment Sheet
4. Filing
5. Banking

## Tools to Prepare

- Landing spot for MK paperwork (e.g. receipts, packing slips from orders, sales tickets or profile cards if you use them)
- Filing folders (Two 12 pocket accordion folders)
- System for filing other papers (like training documents, scripts, handouts, etc.) - folders, binder, whatever you prefer

## Customer Data Entry

Tracking your customers is important for a number of reasons.

Having their address, phone, email allows you to communicate effectively with them.

It makes things easier at PCP enrollment times.

Having their birthday on file so you can celebrate them is great customer service.

Keeping notes about allergies, preferences, etc is a great way to ensure you give them the best service.

Entering their purchases and their wish list and recommendations will help you with meeting their product needs easily and quickly.

# THIS WEEK'S 6-LIST

Complete these challenges this week - text your director your progress!

1

Call the Hotline to fill yourself up  
**641-715-3900 access code: 673365#**  
Changes Monday-Friday around 10am CST

2

Booking Attempts - complete a bubble sheet  
& send a pic to your director.

3

Book & Hold at least 1 training call with your  
Director to continue earning your pearls

4

Get set up for success (Propay, Business Account,  
Accordion file folders, landing spot... etc)

5

Identify and text your Director your WEEKLY SALES  
GOAL

6

Track your Great Start Bundles - let your Director  
know how far you are from your next bundle. (*not in  
great start? Let your Director know how far you are  
from Q3 Star Status*)