

SALES (LESS TAX)														
Sales/Appointment Date	Hostess or Customer Name	Time Invested (Hours)	# of Guests with Hostess	# of Orders	# of Bookings	Classes Facials	On The Go	Personal Website	PCP Reorders	Other Sales	Sales Tax	Sec 2 GWP at Cost	Sec 1 Product Giveaway at Retail	Non-Collected Sales Tax

Your Name: _____

Week Ending Date: _____

WEEKLY SALES TOTAL (NO TAX) \$	YEAR-TO-DATE SALES TOTAL (NO TAX) \$
Orders Submitted to Mary Kay This Week	Weekly Sales Total (no tax) \$
Section 1 Wholesale \$	Estimated Weekly Gross Profit X 40% = \$
Section 2 at Cost \$	Deposit total amount collected in business account. It is suggested to allow 60% of sales for product replacement; 40% is profit less other business expenses.

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