

Dear Sales Director:

I would like more information about the following areas:

Booking _____ Obtaining Reorders _____

Coaching _____ Closing My Classes _____

Sharing The Opportunity _____ Skin Care Class Procedure _____

Telephone Sales _____ Customer Service _____

Preferred Customer Program _____ Business Management _____

Other _____

Next Week's Goals

Amount of Sales \$ _____

Number of Classes _____

Number of Facials _____

Number of Bookings _____

Number of Interviews _____

Number of Customer Calls _____

Preferred Customer Program Summary (Optional)

Spring _____ **Summer** _____ **Fall** _____ **Holiday** _____ (circle one)

_____ No. of customers enrolled in **current** Preferred Customer Program

_____ No. of customers contacted this week

_____ No. of orders

\$ _____ Total Preferred Customer Program sales this week

This Week's Hourly Earnings

Your Estimated Weekly Gross Profit \$ _____

÷ _____

Hours Worked = _____

Total Earned Per Hour \$ _____

New or Prospective Team Members			
INTERVIEWED (✓)	RECRUITED (✓)	NAME	COMPLETE ADDRESS
			TELEPHONE