

## Mary Kay Business Set-Up Checklist

*You are and Independent Contractor with Mary Kay, and every suggestion is "optional". There is no "right or wrong" way to run your business. But HOW YOU START will certainly determine how quickly and easily you will progress and start earning profit in your business! Taking these first steps will not guarantee results, but are **HIGHLY** recommended and **WILL** guarantee a more efficient, effective and convenient way to run a Mary Kay business, both for YOU and your CUSTOMERS!*

- 1) **"Beat Your Box"** (Complete BEFORE your starter kit arrives to receive your MK bumper sticker!)
  - Schedule your Orientation with Melissa within the next 48 hours (Your spouse/strong support person is highly encouraged to watch and participate in the orientation process with you)
  - Watch your Orientation Video (go to [www.josdreams.com](http://www.josdreams.com) "New Consultant" page and click on picture to connect to video). Take notes to be discussed at your Orientation.
  - Schedule a "training facial" and/or 1<sup>st</sup> party with friend(s) and your recruiter
  - **Make Your List** of 30-50 names of people you know who have skin! (see included tracking sheet)
  - Change your voice mail to state that you are a "Professional Beauty Consultant with Mary Kay Cosmetics"
  - Attend THIS WEEK's success/training meeting (professional attire required = skirt or dress) Tuesdays 6:15-8:30pm @ "Pretty In Pink" Studio (6914 East Fowler Ave., Temple Terrace, FL, 33617). *If you are out of town, we will find an "Adopted" Sales Director Meeting for you to attend in your local area.*
  
- 2) **SET UP Your Business for Success!**
  - Log on to [www.marykayintouch.com](http://www.marykayintouch.com) (your consultant website) and start your "First Steps" options
  - Set up your own personal Mary Kay customer website (\$30/year)
  - Sign up for Propay credit card processing system (\$39.95/year, or \$13.31 x 3 months)
  - Order your Business Kit (business cards, stamper, product labels, name tag) through MK Connections (\$39.95)
  - Open a separate checking and savings account for your business (can be a personal account to avoid bank fees). If you need a banking relationship, talk to Melissa for recommendations
  - Open a separate credit card account/line of credit for your business. First Bank USA Mary Kay Awards Visa Card is recommended, and application is available through [marykayintouch.com/business\\_tools/Mary Kay Rewards Visa](http://marykayintouch.com/business_tools/Mary_Kay_Rewards_Visa) (0% for 12 months, cash back rewards on MK purchases, and \$100 credit after \$500 spent in first 3 billing cycles)
  
- 3) **Make an Inventory Decision and Place First Order**
  - Review your "Great Start Ready, Set, Sell!" brochure and discuss ordering options with Melissa at your Orientation
  
- 4) **Begin Your New Consultant Challenges & Training** (See attached tracking sheets)
  - **"Book Five By Friday"** Booking Challenge
  - **"Pearls Of Sharing"** Sharing Challenge (schedule your training calls with Melissa asap)
  - **"Perfect! Power! PLUS!"** Faces Challenge
  
- 5) **"Get Connected"**
  - Download the "Voxer" App on your smartphone
  - Download the "Great Start" App on your smartphone
  - "Friend" Melissa on Facebook, then request
  - Request to join the "Living The Dream" Unit Facebook Page
  - Download the "Mary Kay Mobile Learning" App on your smartphone. Go to "Mary Kay Ash" tab and listen to her "Pearls of Wisdom" audio file.

*When your Starter Kit arrives, open it and HAVE FUN! Call Melissa for any and everything! Read through your "Start Something Beautiful" Magazine. Get into the habit of FREQUENTLY visiting our UNIT website ([www.josdreams.com](http://www.josdreams.com)) for all updated contest and events! And regularly participate in our "Jo's Dreams" Voxer group to stay excited and post your "wins".*