

Instructions to Parents

- 1) Complete the child's information.
- 2) Make sure you have each customer print his or her information on the order form. This is very important in case there is a question about the order.
- 3) Make sure the quantity of items is marked.
- 4) Please remember to add sales tax of _____ to the order.
- 5) Collect all money at the time order is placed.
- 6) If a person ordering wants to write a check, they must write the check to _____. I will accept only one (1) payment in the way of a money order or cashier's check for the entire fundraiser.
- 7) When order is complete place order form and money in the envelope that is provided to you. Make sure your child's name is on the envelope.
- 8) Remind customer their order will be delivered in 1 week from the closing date of the fundraiser.

Fundraising efforts directly benefit your child. Please encourage them and praise them for all their effort.

Thank you so much for your enthusiasm and sales efforts!

Sincerely,

Jocelyn Knox
Independent Sales Director
Mary Kay Cosmetics

Agreement

It is a pleasure to provide my services as an Independent Sales Director with Mary Kay cosmetics for the _____ fundraiser.

You and your organization have agreed upon the products on the attached order form. Your team will earn _____ of the retail sales (not including tax) as a result of the teams efforts.

The fundraiser will begin on _____ and is final on _____. A total count of all sales will be made and agreed upon by myself and appointed group coordinator no later than _____. All orders will be processed, sorted and packaged for delivery to the group coordinator, for distribution to the team members for final delivery.

Once all orders are turned into me, please allow one (1) week for delivery of products to you. I will do my best to deliver sooner if possible.

The group coordinator and myself primary responsibility is to ensure accuracy of each order form, collect all monies and make sure each payment matches the total on each order form.

A money order, cashier's check, or check from the organization will be expected from the group coordinator at the time all orders are turned into me. _____ will receive _____ of the sales minus the tax of _____.

Please sign below if you are in agreement of the above-mentioned details regarding the _____ fundraiser.

I am very excited for your team and if I can be of any assistance, please contact me.

Sincerely,

Jocelyn Knox
Agreed: _____
Independent Sales Director
Mary Kay Cosmetics

_____, Group Coordinator
803-765-9433
1-877-765-9433

Re: _____ Fundraiser

Congratulations on choosing Mary Kay Cosmetics for your upcoming fundraiser! I know you are going to do a fantastic job!

Mary Kay Cosmetics is well known and well respected around the world. Mary Kay Cosmetics has been in business for _____ years and for the past _____ years in a row is the **Best Selling Brand of Skin Care in the United States**. Mary Kay Cosmetics is listed in the top 100 companies to work with while maintaining priorities of faith first, family second, and career third! Mary Kay stands behind their products with a 100% guarantee. Now that you know what a great company you are using as you fundraiser, let's get started.

The success of your fundraiser depends on every single team member. You have a great opportunity to raise an unlimited amount of money for your team. Your team will earn _____ of total sales minus the sales tax (_____). This is a great return for your sales effort.

Enclosed is your sales packet. You will find all the necessary forms and information to make this a successful fundraiser. If you should have any questions please contact me at 803-765-9433 or 1-877-765-9433. If you should need more order forms, please let me know and I will get them to you.

Mary Kay loves to reward individuals for their accomplishments! Once you have met your personal goal in sales, reach for a higher one! Aim high you can do it!

Here are some great selling tips to remember:

- 1) Set a Goal! Challenge yourself.
- 2) Be Enthusiastic!
- 3) Ask everyone you know to place an order.
- 4) Don't forget the men! They love the convenience of hassle-free shopping.
- 5) Ask you customer if they have any special occasions coming up that requires a gift.

Here is a script for you to use if you wish to.

“Hi _____ this is _____. I am participating in a fundraiser for _____ and I was hoping I could count on your support. The proceeds will go for _____. This year we chose Mary Kay Cosmetics as our fundraiser. Mary Kay has some great products for everyone.” Then take it from there.

I know you will do a great job with this fundraiser and remember set your goals high! If I can be of any assistance please do not hesitate to contact me by phone or e-mail.

Thank you,

Jocelyn Knox
Independent Sales Director
Mary Kay Cosmetics
803-765-9433
1-877-765-9433
jknox4@sc.rr.com