

## Office Manager New Director Information Sheet

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Birthdate: \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Social Security # \_\_\_\_\_

Mary Kay Website Address \_\_\_\_\_

UnitNet Website Address \_\_\_\_\_

Consultant # \_\_\_\_\_ Unit # \_\_\_\_\_

Unit Name \_\_\_\_\_ InTouch Password \_\_\_\_\_

Every 3 referrals you make to *Office Manager* will earn you a \$50 dollar credit. Who referred you to *Office Manager*? \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

There is a one-time setup fee of \$50 to be included on your 1<sup>st</sup> month's bill.  
Remain a client for 3 months and receive a \$25 credit.

\*\*\*\*\*

Below is a list of services that *Office Manager* provides. Please check each service that you would like completed EACH month. Remember, you are charged per mailing, not per service. Please contact us for any additional mailings you need. Refer to the brochure or website for pricing.

Consultant Birthday \_\_\_\_\_ Consultant Anniversary \_\_\_\_\_ Customer Birthday \_\_\_\_\_

A3 \_\_\_\_\_ I1 \_\_\_\_\_ I2 \_\_\_\_\_ I3 \_\_\_\_\_ T1 \_\_\_\_\_ Termination \_\_\_\_\_ Goodbye Packets \_\_\_\_\_

Star Consultant \_\_\_\_\_ Orders above \$ \_\_\_\_\_ Star Consultant Certificates (sent on a quarterly basis) \_\_\_\_\_

New Consultant Postcards (One per week for 10 weeks) \_\_\_\_\_ Start with new consultant: \_\_\_\_\_

Consultant Thanks for Ordering \_\_\_\_\_ Minimum order requirement? \_\_\_\_\_ Unit Yearly Goal \_\_\_\_\_

Unit Consistency Club \_\_ Please describe. (ie: consecutive months, 5 out of 6 months, prizes offered, etc.) \_\_\_\_\_

Newsletter Copied & Mailed \_\_\_\_\_ 13 month letter w/Look Book \_\_\_\_\_ 13 month Postcard \_\_\_\_\_

Recruiter Letters \_\_\_\_\_ New Consultant Packets Mailed \_\_\_\_\_ Husband Letters \_\_\_\_\_

**I acknowledge that I am financially responsible for all services rendered by Office Manager.**

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date