

SYSTEMS FOR SALES DIRECTORS

BY FNSD TEREZEJA LEMIEUX

Suggested Office Supplies:

- Several 3-ring Binders
- ABC tab Dividers
- Page Protectors
- Microsoft Publisher
- Plastic Pocket Folders with tabs(for Binders)
- 2 White Boards

You will need Binders for the following:

1. Personal Binder for Quarterly Planner, meetings and event info, addresses/phone numbers/spiral notebook for the GRID and hot-line tracking, Monthly Goal sheets(production goal tracking formula and Ultimate Unit tracking sheet) and monthly Unit promotions.
2. Interview Binder for interview sheets with ABC tab dividers and **Interview Format**.
3. New Consultant Binder with ABC tab dividers. Also holds New Consultant Coaching Sheet, Current Ready Set Sell, Applause and Bonus sheet and Inventory Discussion Notes(put these in page protectors)
4. New Consultant Education Binder (New Consultant Training goes in this Binder)

WHITE BOARDS:

1. First Board is for tracking New Consultants, the month they were recruited and by who, a check column for Welcome Packet Mailed, the bonus if you offered one, and a check column for their first order. (I keep the current month and the previous month listed).
2. Second Board is for tracking the consultants you want to move up and who is on their team.

WELCOME PACKET

The following documents are what I include in my Welcome Packet. I also include the "Inventory Options" CD by Stacey James. It is available at www.topdirectortapes.com (part # MK-52CD). Also included in the Packet : "Ready Set Sell Brochure", Steps to Success Flyer(both available on Section 2), "We're a Cadillac Unit" ribbon, Bonus sheet (available at www.pamelashaw.com).

NEW CONSULTANT INVENTORY WELCOME LETTER

"Inventory Ring" Begin Your Business Destined For Success (Ring available at www.thewhitneycollection.com)

Success... Your Personal Use Collection

Inventory Issues

The Value Of Profit Level Inventory

Financing Your New Business

New Independent Beauty Consultant Worksheet

Who Do You Know

WORKING WITH NEW CONSULTANTS

Inventory Discussion Notes

New Consultant Coaching Sheet

New Consultant Education

KICK-OFF PARTY/GRAND OPENING PACKET FOR NEW CONSULTANTS

Grand Opening Invite

Grand Opening Check List

Kick off Party - "Kick Off/ Grand Opening Check list and Agenda"

BEAUTY BOOK SKIN CARE CLASS LABELS

Beauty Book Skin Care Class Labels

Beauty Book Skin Care Class Labels 2

Beauty Book Skin Class Labels 3

POSTCARDS & LETTERS

Thank you for ordering - "Customers"

Order Thank you for consultants - (sent to consultants who order only occasionally with a small gift - magnet, pen, piece of inexpensive jewelry)

IN-ACTIVE POSTCARD (Send when consultant is A3)

TERMINATED POSTCARD (Send when consultant is I3)

11 MONTH LETTER (Send in the tenth non-ordering month)

2nd Chance Offer (Send first month after they are out of Company -12 months since last order)

The Following Letters I mail out monthly when our new reports come out. Reports can be found on Desktop in Reports under Monthly Recognition Scoreboard, "Recruiters and their Teams". I recognize anyone who has moved to the next level.

NEW CAREER PATH LEVEL LETTER - (Sent to Senior Consultant with Red Jacket Poster)

ONE AWAY FROM STAR RECRUITER - (Sent with Inspirational CD of my Choice and Red Jacket order Form)

NEW RED JACKET LETTER - (Sent with Inspirational CD of my Choice and ADVANCE Brochure)

ONE AWAY FROM TEAM LEADER - (Sent with Car Poster)

LETTER TO ON TARGET - (Sent with Inspirational CD of my choice)

DIQ Letter (Sent with poster of Director Suit and DIQ CD from section 2)

LETTER TO OUT OF TOWN CONSULTANT

RED JACKET COMMITMENT CARD

DEVELOPING OFF SPRING

SUGGESTED PLAN FOR MEETING DIQ REQUIREMENTS

LETTER TO THE FUTURE UNIT -(Mail first month of DIQ to entire DIQ team)

LETTER TO THE HUSBAND OF A FUTURE DIRECTOR

DIQ KICK-OFF PARTY....BY SARA STARKEY

DIQ KICK-OFF PARTY AGENDA

DIQ Six Most Important Things Postcard

MEETINGS

QUARTERLY TRAINING LIST

TRACKING FOR DIRECTORS

PRODUCTION GOAL TRACKING FORM

PRODUCTION FORECAST

***ALL RED TITLES ARE FILES SAVED ON YOUR DISC!**