

Dear Catalog Hostess:

Thank you for booking your catalog show with me. Enclosed are all the things you will need to make your show a success. Here are a few tips that will be helpful to you while you are taking orders:

1. Have your clients PAY IN FULL at the time you take their order. This eliminates double work for you later. They can post day their checks for the day we will be closing your show. Make sure you give them a copy of the order form. You will need to keep a copy for you and send me the rest.

2. Make checks payable to: _____.

We also accept _____, _____ and _____ for credit card payments. Check the expiration date and make sure the name on the client order form and the charge card are the same. Have them fill out the bottom of the order form completely and sign it.

3. When adding the order include the shipping charge and then add ___% sales tax to that total.

4. Your FREE SPENDING is based on the Total Merchandise Cost (before shipping and tax). Take _____% in the month of _____ when you have a booking and at least \$_____ in sales, or ___% if you don't have a booking or have less than \$_____ in sales, to calculate your free spending.

5. You will also get to take advantage of the hostess specials when your show is at least \$_____ with ___ booking. For every \$___ increment in sales you get ___ item at _____ price. All hostess specials are based on what month you close your show in and are included in this packet. For an update on hostess specials for the following month call me and I will let you know what they are when I know!

6. You will need to pay \$_____ hostess shipping and sales tax on the full retail value <based on what state you are in> of your free spending, 1/2 price items, and hostess specials. Don't forget to add in your cost of the 1/2 price items and the hostess specials if you take advantage of them. (1/2 price items and hostess specials are in addition to your free spending, not included with it.)

****Our hostess program is the same whether you hold a home show or a catalog show...please refer to the pages of the catalog for your full hostess program. Remember to ask everyone if they would like to book a show. Every additional booking after the first one is \$_____ per show ADDITIONAL free spending for you when their SHOWS ARE HELD and are at least \$_____ in sales.

You and I are partners and our goal is to make your catalog show as successful as possible! YOU will profit with lots of beautiful products for your home and family to enjoy at little or no cost to you and I receive income from your show to help support my family. It's a WIN-WIN goal!

HERE ARE SOME HELPFUL HINTS FOR A SUCCESSFUL SHOW!

1. SET A SALES GOAL. Make a wish list of items you want for free. Try for a nice number like \$300 in sales with one booking. That will give you \$_____ in products and will also give you _____ item at 1/2 price and makes you eligible for the hostess specials.

2. FIND 1-3 FRIENDS WHO WILL HOSTESS A SHOW for themselves (preferable a home show), especially if they've never seen our products before. Our products need to be experienced to fully appreciate them-wouldn't you agree?

You will need at least one booking to get your maximum in hostess credit! Let everyone know how exciting it is to earn free product just by having a show. I can customize a hostess program to fit every need and I can make every show unique by doing a THEME PARTY.

3. SHOWING THE CATALOGS PERSONALLY to as many people as possible is fun and will help increase your sales. Remember to be EXCITED about the products in the catalogs!! Don't forget to get everyone's phone number on the order forms. This helps both of us out if we need to get a hold of them regarding their order. Again, have them make checks out to me and if they pay by credit card make sure the bottom portion of the order form is filled out completely including their signature.

Remember I am here to support you and you or anyone placing an order can feel free to call me with any questions.

BEST WISHES FOR A SUCCESSFUL SHOW. Just a little note for you... You are doing what I do. It is that easy and if you have a successful show you could turn it into your starter show. Not only will you earn free product but extra money as well. It costs you nothing but your time to start...food for thought!

We will be closing your show on or before_____. I will call you next week to see how things are going and to confirm our closing date and time.

Good luck and Have Fun! Contact Info here

Phone number/email address/etc.