



Looking for help to run your business? Outside of your office?

Hi, I'm Jeanne and I am a Virtual Assistant. I have worked in and around Mary Kay Directors for 16 years. Interested in moving forward?... E-mail me so we can set up a time to go over things by phone.

Here is a list of things that I current do. Need something else done that's not on the list? Just ask!

Create and/or mail New consultant packets/postcards

Customers Birthday postcards- mailed at the 1st of each month

CD of the month as early as possible- I create it with Lisa and we get it out as fast as we can. It is geared towards the Madson area. But training in great. Please send the unit labels. To make things go more efficient get your labels in by the 3rd of the month.

Newsletter /summaries \$45 a month -done by the 15th if not before. Keep in mind that I have to wait for reports from end of the month. I have attached a few newsletters for you. I ask that you send me contests, a letter if you want it, pictures and anything else you want in it.

Hot News: weekly update for consultants. YOU can e-mail to them or hand out at your meeting. I have attached one for you. Hot News goes out 3 times a month. Not the same week at your newsletter.

T status letters MAILED by US postal mail – I have found that these are not being sent by the company and this really is an important time. Around the 12th Then follow up with an e-card right at the end of the month.

13 month termination letters MAILED by US postal mail- Around the 12th. Then follow up with an e-card right at the end of the month.

Or send E-cards for T and 13 month no letter- I have been doing both... The letter goes out around the 10th and follow up e-card around the 25th

Action items on intouch

Follow up e-mail cards for inactive consultants

Thank you e-cards - sent out around the 2nd or 3rd of each month

On-target Star e-cards- sent on the 15th of each month

Anniversary e-cards (schedule the last week of a given month for the following month)

Birthday e-cards (schedule the last week of the a given month for the following month)

WEBSITE through unit net- Star Consultant Updates once per week- \$35 a month (If you have a special project for your site I will charge by the hour. But we will both agree to that first. No surprises.) Check out some of the websites that I handle now, Chris DeMeuse, Amy Hanifl, NSD Lisa Madson and Nancy Castro.

I am happy to add special projects but I really want to have a game plan and good understanding of what is expected!

Extra's that might be helpful!

Coaching Calls (ALL CALLS OR calling for you) with me. As of April 15, 2010 - \$15.00 for 30 min. I have had great results with these!

Calls to inactive consultants

Working with them one on one

Star consultant on target calls

Getting signed up for Seminar, Retreat, workshops calls

Month end calls to finish a goal.

Please feel free to tell your consultants that I am YOUR Assistant. If you are gone or on vacation you can leave them with my information to help. All phone numbers are listed below for you to contact me. If you wish to pay me through pro-pay that works great. Please let me know and I will give you my account information. If I have not received your payment within 15 days of billing, I will be charging a \$25 late fee. I bill on the 15th of each month. My rate is \$15 an hour for all work, expect the Newsletter/Website/Coaching calls unless you want extra work done on website beyond the weekly updates. When billing you, I ask to be reimbursed me for postage/all types of cd's/copies over 25/cd mailers/packaging supplies. If you have a return address stamper that you would be willing to send me that would be great.

Office hours

Sunday night 6 – 10 pm

Monday 10 – 4

Tuesday 10 – 4 evening 7-10 p.m.

Wed. noon – 4

Thurs. 10 – 4 evening 7-10 p.m.

Friday 10 – 2

These are the hours I will be in my office.

Jeanne Poast

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Office phone numbers

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Line 2- 608-798-1694

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16 years of working as NSD Lisa Madson right hand assistant.

And still working with Lisa today just from my home.

