

THINGS YOU CAN DO WHILE YOU'RE WAITING FOR YOUR KIT TO ARRIVE

Prepare File Folders—

Remember the box your paperwork comes in from HO doubles as a mini file cabinet so you do not need one, unless you absolutely think you want to have that extra expense ~ my suggestion is to wait until you've made enough money to cover the expense.

Here's some file folders that I have (if I don't I stated that)

- Recipes (I keep all my loose recipes in a binder and of course, on the PC)
 - Kitchen/Catalog Show Planners
 - Show Benefits Flyers
 - Host Information Cards
 - Opportunity Brochures
 - Super Starter Program Flyers
 - Kitchen Consultant Agreements
 - Sales Receipts (you may need 2 folders for this one -you get bunches)
 - Pampered Partner Sales Receipts
 - Kitchen Show Tally Forms (you'll get these in your kit, but I don't use them since I transmit via Pampered Partner, I print out the order there)
 - Paperwork/Supply Order Form -You only get one – but you can order another one each time you order at no expense)
 - Company Newsletters/Kitchen Consultant Newsletters (These are actually in book form 3-hole punched...so you may want to put them in a binder instead)
 - Incentives & Promotions (staple a tally sheet to the inside front of the file ---you can put your goal there & a breakdown of what you need to do to get there --instant reminder)
 - Director Info (for their newsletters, info on local events, etc)
 - Completed Orders (from each Show, filed by month)
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The Welcome Booklet also recommends you gather the following supplies:

-Mileage Ledger (for the most part I use Pampered Partner (PP) for all of business expenses, but I DO leave a steno pad in my car to record EVERY transaction where/when/why, I'm driving. Though PP does a good job on expenses...unless I'm REALLY good (which I'm usually not), it doesn't record the trip to the bank for deposits, extra trips for various things like to Staples or Office Max, etc. At years end, I print out my PP expense report and compare it to my steno pad...for mileage. Doing this usually comes up with a fairly large difference)

-9x12 Envelopes for Host Packets (I use 2 pocket folders – when your local stores have Back to School Sales in July/August, stock up you can usually get them for 10 cents ~ I like these because I can tell my host..."you'll find in that yellow folder that I gave you" ~ I chose a BRIGHT color that will stand out)

-Stamps

-Calculator

-20 Red Pens

-Zipper Bag to carry change for Shows

-Hand Towel, dish cloths & antibacterial soap for shows (if you can try to order the New PC Towels & the Suds Pump... if you need the supplies anyway then you should show off the PC ones & the towels are HUGE!!!

-Tote Bag or briefcase for carrying paperwork & catalogs to shows (Good idea to have your name, phone, email etc on them & just keep them in a tote of plastic container in the car)

-Self-Inking Stamp w/name, phone, email address (you've got lots of options here...you can purchase one sure, but you can also make homemade labels) ~ if you want a self inking stamp with the PC label...you can order through Town & Country
<http://www.townandcountryprinting.com/chef.html>)

-Business Cards (If you want to purchase these, you can order from Town & Country OR make your own using Nancy's Artworks <http://www.nancys-artworks.com/>) I purchase the magnet business cards...it's a magnet that you can attach to the back of your business card. I want MY name and info on EVERY kitchen that I go to ! Hosts will get the magnet card, others will get a regular (not magnet) business card ~ if you want to get this...Town & Country has the BEST deal if you purchase 100)

-I also keep 2 catalogs & a small notepad & pen in my purse whenever I go out (oh yeah...& my calendar ~ for those bookings!!!)

My suggestion is to keep your business expenses when you start your business to a minimum. When you've paid for your kit (and any other expenses) with your commission check...then go out and purchase other things you think you may need. From experience, I've purchase things that I "thought" I would need, when it really wasn't necessary at all.