

## Money Management Suggestions for New Representatives

Avon's goal is for you to earn as much money as possible to reach your dreams and goals. As you begin your Avon business, you will establish credit, just like in any other business. With Avon, you will have a credit limit based on the information you provided when you were appointed as an Avon Representative. Your preliminary credit limit is communicated to you by the person who appointed you. When you register and log on to yourAVON.com, you will see your initial credit limit as authorized by Avon.

### Taking orders and requesting a deposit from your Customers:

- Based on the size of your order and credit limit, you may want to ask your Customers to pay when they place their orders.

Here is a suggestion of what you can say to your Customers:

*"I am starting my own Avon business. To get my business established, I need to pay Avon when I place my order. To do that, I'm asking you to pay for your order now or make a deposit of at least 60%."*

- Be consistent in following up with your Customers. For example, establish a regular time to call Customers each campaign.

### Delivering orders to your Customers:

- Call and confirm the date and time of delivery and the amount due.
- Always keep **Avon** money separate from **personal** money.
- If you choose to accept credit card payments from your Customers, follow the instructions on the credit card form.
- If you choose to accept checks as a form of payment from your Customers, they must be made out to you. Avon does not accept personal checks from Customers.

### Making payments to Avon:

Payments should be made prior to submitting your next order. Acceptable forms of payment include:

- Prepaid Credit Card
- Credit Card: MasterCard, Visa, Discover and American Express
- Money Order
- Visa/MasterCard Debit or Check Card
- If you choose to mail your payment, include your account number on the form of payment and mail your payment to:

#### **Midwest**

Avon Products, Inc.  
P.O. Box 94223  
Palatine, IL 60094-4223

#### **Northeast**

Avon Products, Inc.  
P.O. Box 105033  
Atlanta, GA 30348-5033

#### **Southeast/Southwest**

Avon Products, Inc.  
P.O. Box 105541  
Atlanta, GA 30348-5541

#### **West**

Avon Products, Inc.  
2940 East Foothill Blvd.  
Pasadena, CA 91121-0001

**If you are unsure of where to send your payment, ask the person who appointed you.**

**By submitting and paying for your orders on time each campaign, you will strengthen your credit with Avon and be on your way to building a successful business.**

## Estimated Earnings/Payment Worksheet

This worksheet is to assist you in estimating your earnings and the payment due when submitting your order.  
**(PLEASE NOTE:** All submitted orders are credit reviewed and the entries below may not include recent activity that is "in process." Please return to yourAVON.com after your order is billed for additional information regarding your order.

**How to estimate the amount you owe Avon:**

Brochure Sales	Your Earnings	Total Customer Price	Total Cost to YOU
<b>*Core Products</b> (Total Customer Price for products ordered from the brochure, excluding Fixed Earnings** products.)	40%	\$	\$
<b>**Fixed Earnings Products</b> (Total Customer Price for products ordered from the brochure that are Fixed Earnings** products.)	20%	\$	\$
<b>Core Products + Fixed Earnings Products = Total Brochure Sales</b>		\$	\$
<b>***Sales Aids</b> (Total cost of brochures, samples, trial sizes, starter kit, products ordered from the <i>What's New</i> and any other business tools.)			\$
<b>Customer Order Processing Charge</b> (Enter the number of Customers in the Your Earnings column. You collect 75¢ per Customer and send in 38¢ cents per Customer to Avon.)			\$
<b>Order Processing Fee</b> (\$2.50 per order)			\$ 2.50
<b>State Sales Tax</b> (Add appropriate state sales tax. Based on Total Brochure Sales.)		\$	\$
<b>****TOTAL ORDER</b> (Earnings calculated by Total Customer Price less Total Cost to YOU.)	\$	\$	\$
<b>PLUS CURRENT BALANCE</b>			\$
<b>TOTAL DUE AVON</b>			\$
<b>LESS CREDIT LIMIT</b> (Enter your credit limit in the Total Cost to YOU column to the right. Your credit limit will be communicated to you by the person who appointed you and it will appear on the landing page when you register and log on to yourAVON.com.)			\$
<b>AMOUNT REQUIRED WITH YOUR ORDER</b>			<b>\$</b>
<small>*Core Products are at 40% earnings for online orders for 1st campaign, and 40% for 2nd-4th campaigns with a \$50 minimum order.            NOTE: This worksheet has been designed for LOA 0-4. (This can be used beyond that. However, Earnings on Core Products must be adjusted based on order size. Beyond LOA 0-4, please refer to your Earnings Level Chart for Estimated Earnings.)            **Fixed Earnings Products are at 20% earnings on products identified with a diamond symbol in the brochure.            ***Sales Aids include brochures, samples, trial sizes, demonstration products and starter kit. Prices are already discounted and do not have an additional earnings reduction.            ****Total Order amount may vary due to applicable taxes or other adjustments.            This worksheet is for estimation purposes only. A payment of this amount will not guarantee shipment of your order if your account is not in good standing or there has been other recent account activity. Avon reserves the right to deny or limit the amount of credit it extends to its Independent Sales Representatives.</small>			

### EXAMPLE (Based on a Representative Account in New Jersey):

Brochure Sales	Your Earnings	Total Customer Price	Total Cost to YOU
<b>*Core Products</b>	40%	\$ 275.00	\$ 165.00
<b>**Fixed Earnings Products</b>	20%	\$ 50.00	\$ 40.00
<b>Core Products + Fixed Earnings Products = Total Brochure Sales</b>		<b>\$ 325.00</b>	<b>\$ 205.00</b>
<b>***Sales Aids</b>			\$ 20.00
<b>Customer Order Processing Charge</b>	12	\$ 9.00	\$ 4.56
<b>Order Processing Fee</b>			\$ 2.50
<b>State Sales Tax (7% in NJ)</b>		\$ 22.75	\$ 22.75
<b>****TOTAL ORDER</b>	\$ 101.94	\$ 356.75	\$ 254.81
<b>PLUS CURRENT BALANCE</b>			\$ 50.00
<b>TOTAL DUE AVON</b>			\$ 304.81
<b>LESS CREDIT LIMIT</b>			(\$100.00)
<b>AMOUNT REQUIRED WITH YOUR ORDER</b>			<b>\$ 204.81</b>