

Avon Campaign Task Checklist

Activities for Success in Avon. Do these activities every single Campaign! Treat Avon like a job – schedule these tasks on your calendar, and work it regularly to see growth.

1. Put all your contact information on every Avon book. Save yourself a copy of each type of book you are giving out. Attach a sample into every book on the page that describes that sample. Have a corner of the sample sticking out of the top of the book so customers see it. (I use “Glue Dots” I get from the craft store.)
2. Make your Contact List; include everyone you know or come into contact with (friends, relatives, organizations, groups, neighbors, bank tellers, grocery store checkers, co-workers, etc.).
3. On your Contact List, mark by each name with the following symbols: \$ = who you think would buy from you & become a customer right away; H = who would take a couple extra books and give them to their friends, relatives, co-workers, etc.; R = who wants more money, has dreams and goals in life and is willing to work for it.
4. Give a book to everyone on your list. Mark on your Contact List that you gave them one. If you don't know their name & number, get them & write them down & put them into a notebook.
5. Add your Avon eStore web address onto the signature line of your email account(s). Tell everyone to pass along your eStore address for their shopping.
6. Tell everyone on Facebook, Twitter, and all your social media that you are a new Avon Rep and your store is open! Give them your eStore web address and tell them about the special deals in each campaign and free shipping & discount codes. Tell them to pass your eStore address on to their friends and everyone they know!
7. Two days before your 1st order is due, call everyone who received your Avon book, and ask them what they would like you to get for them. Tell them it's your first order, and you'd really like their help to get your new business off to a good start. Also ask them if they have friends or relatives who would like a book too.
8. Meet with them to collect their payment up front for their order, or get their credit card information over the phone (ONLY IF YOU KNOW THEM!).
9. DO NOT TOUCH THIS MONEY UNTIL AFTER YOUR ORDER COMES IN! You will owe more once the shipping fee and taxes are calculated, and may have to refund some to customers for products that don't arrive.
10. Place your first order for customer products, samples, and books ON TIME (by 10 pm on your order day), submit it, and pay your deposit that is requested by Avon.

11. While you are waiting for your order to arrive, take your first three Avon University classes under the Training tab. Start exploring your account on *youravon.com*.
12. When your order arrives, dig through the boxes to find your Invoice at the bottom, and inventory all the items you received in the boxes. Make sure you received everything the invoice says you received. Check off the products & quantities that are stated on the invoice. If not, mark it on your invoice to fix with Avon.
13. Bag up all your customer orders. Double-check to make sure all orders are correct.
14. Deliver all your customer orders, along with a newly prepared book and sample(s), and be prepared to refund any money for any products that were out-of-stock or not available.
15. After your ENTIRE account balance is paid down to \$0 with Avon and all customers are refunded anything you owe them, whatever money left over is all YOURS. Again, DO NOT TOUCH THIS MONEY until your bill is paid in full!
16. ***Start this whole process again every Campaign, make it a habit, & do it consistently. Always look for new customers and representatives -- have prepared books ready with you at all times, a smile on your face, and be ready!***
17. ***Try to talk to three people per day, five days a week about your Avon business. This will keep your business growing and start your income flowing!***
18. ***Block out your Avon business hours on your calendar that you will work, and stick to it! Treat it like a job – if YOU don't work, your business won't either!***
19. ***Get your Avon books out consistently every single Campaign – your book is your store -- your Avon store is OPEN only when your customers & potential customers have a book in their hands!***

**** Important**** – Order your Avon books every single campaign – even if you don't have any customer orders! The books come TWO campaigns in advance. Your book is your store, and your customers cannot shop from you if they don't have your books. *This means that your store is closed!* You can use these numbers to order your books:

- #055-745 English Pk of 10
- #287-492 Spanish Pk of 10
- #102-934 Spanish Pk of 5
- #180-140 Mark English Pk of 5
- #180-155 Mark Spanish Pk of 5

The more books you give out, the higher sales you will have and the more money you'll make! I recommend giving out *at least* 30-40 books every campaign! The more you order, the cheaper they get per book. Be sure to write down the name & number of everyone you give a book to, and then call them/meet them to get their orders and payments before you place your order!

You can call Customer Service at 513-551-2866 to order books only – and Avon won't charge you a shipping fee if this is all you order. But at least always order your books so you can give them out, keep your store open, get orders, and make money!