

# The Car Office

(Thanks to Connie Lustig of the Timmi Davis Unit for sharing this great idea!)

The purpose of the CAR OFFICE is to be able to carry all your paper needs in your car without worry of what you may have forgotten. Have you ever gone to a skin care class and forgotten your sales tickets or worse yet, your Profile Cards? Ever been at the store and someone asked you for a brochure and you didn't have any in your purse? What about being at an interview and forgetting to bring an agreement? You will not be caught again without these important tools when you have your CAR OFFICE with you!

## **WHAT YOU WILL NEED:**

**Office Crate or Expanding File**  
**File Folders (Pocket Style)**  
**File Folder Labels**  
**Black Magic Marker**  
**Black Pen**

You will label each folder with the following categories and then fill each pocket with a few of each item. Your CAR OFFICE is designed to be there for emergencies and unexpected times. Keep this in your car at all times and you will be ready for everything!

## CATEGORIES

1. Beauty Books and Seasonal Brochures
2. Contests/Special Offers
3. Specialty Brochures
4. Choices and/or Something More Tapes
5. Company Information (Recruiting Brochures)
6. Blank Weekly Accomplishment Sheets
7. Hostess Packets (in ziplock bags) Hostess Program Flyer, Beauty Books, 3-4 sales tickets, & Recruiting Brochure
8. Postcards
9. Sales Tickets
10. Profile Cards
11. Consultant Agreements
12. Gift Certificates & Envelopes
13. White envelopes (for giving to customers if they aren't home when delivering products – put in their bag and have it addressed to you so they can mail their check to you.)
14. Class Emergencies\*

Directors, Directors-in-Qualification, and Team Leaders may want to add the following categories:

15. Product Order Forms
16. New Consultant Inventory Options brochures
17. "Taking Stock" tapes
18. Business card order forms
19. Event fliers
20. MK Connections VISA Credit Card Applications

You may want to change or add to your CAR OFFICE as you see fit. I have found that it not only saves time, but is very valuable. You can find office crates that are not expensive at places like Wal-Mart, K-Mart, Office Depot, etc. Also, keep in mind that this is NOT where you put all your profiles and brochures, just a few. You want this to be easy to handle.

\* The last folder/envelope that I have in my CAR OFFICE is called Class Emergencies. It contains six of each demo brush in a small ziplock bag, a few cotton balls in another bag, a few Styrofoam trays, and a few product labels and business cards. Also include a spare pair of hosiery!