**P.C. ORDER AND FOLLOW UP TIPS**

1 . While placing order, take note of PC# password ( if you can )

2.Take a screen shot when the PC number is created for them

3.Take a screen shot of the order

Refer to the PC Benefits Flyer for your Country to determine their Free Gift and Free Shipping.

4. As you finish the order, tell them you will contact them in 3-4 days to make sure the order arrived, Ask if text or email or phone is best. Tell them you will also contact them in about 3 weeks to see if they have questions.

Immediately put a note in your calendar along with their contact info on the days you are going to follow up

5. After order is placed, send a thank you email with their PC # and password if they know it . Send them a usage card if they have ordered a multi- step skin care routine or Nutrition products. Make sure you send a “What to expect” if they Have ordered RE9 .

Also send them “How to Redeem your Preferred Client “ rewards,

And make a note in your calendar three weeks before their rewards will expire to remind them they have three weeks left to make the order.

( Rewards Dollars last for 60 days)

These documents are under the ”I am in Activity” Signing a Preferred Client Tab