



# Welcome

## Essentially Me

### Consultant Brief Overview

#### Join our team

Becoming an Essentially Me aromatherapy consultant provides a rewarding and flexible work alternative to the mundane 9 to 5 professions.

Our consultants enjoy flexible working days and hours to suit their lifestyles. For some of our consultants, it's about being able to run their own business from home to fit in with their families or to simply enjoy being their own boss. For others, being an Essentially Me consultant is a supplementary income to their full time work to enable them to save money for a car, trip or for a house. In fact, many young consultants are doing just that and putting their Essentially Me earnings aside to help them in their early years of marriage or for an overseas trip with friends.

Whatever your reasons for considering to become an Essentially Me aromatherapy Consultant you can be assured that you will enjoy the fun of presenting our wonderful range of beauty, therapeutic and natural products to others in their homes. It's easy, it takes only a couple of hours of your time and you are rewarded with 25% commission on all guest sales plus other bonuses for rewards in reaching sales targets. These extra bonuses include gift vouchers, weekends away and a choice of training certificate courses in the alternative health industries. Many of our Consultants aim to be a Team Manager. This is easy and provides you with additional income and bonus incentives such as health retreat holidays, overseas holidays and even an Essentially Me car for those who meet the incentive requirements.



Consultant's Sample Kit Bag (2 bags provided)



## FREQUENTLY ASKED QUESTIONS

### Do I have to collect money?

NO. Consultants should not take any cash or cheques at parties nor does a consultant need to collect monies for the party order. The Host collects from her guests at the time the order is due for delivery. The only payments processed by a Consultant are credit card payments whereby a guest pays for their order at the party. A credit card payment pad (to provide a receipt to guest) is provided in the Kit. This party credit card payment sheet is sent along with the Party Order sheet to Essentially Me at the end of each week as part of the ordering procedure to be undertaken by a consultant.

### Do I have to deliver the orders?

NO. Essentially Me sends all orders COD to customers two weeks following the party date. Consultants do not delivery orders unless they wish for an order to be sent COD to them personally for their own group of one-off or reorder customers they care for.

### How often am I paid my commission and when?

All Consultants and Team Managers commission earnings are processed on 25th of each calendar month and commissions paid at that time include all commission earnings from the 1st - 31st of the previous month. Note that your first commission payment will therefore be paid the month after you join as a Consultant.

### Can my commission be paid directly into my bank account?

YES. Commissions can be paid into your bank account or by cheque, which is mailed to you.

### Is tax taken out of my commission payments?

Essentially Me does not take any PAYG taxes from commissions payments as all consultants are acting as agents and conducting their own businesses. This means consultants need to have an ABN number (easily applied for at the Taxation office). Your accountant or the Taxation Office can advise you.

### How soon after purchasing my Kit can I commence?

As soon as a consultant purchases their Kit from Essentially Me, the Company will provide the free training day which must be attended prior to holding the first party. The consultant must have four parties ready to be held following this training day.

### Will I receive a discount for my own personal orders?

Yes, all of our consultants will be receive a 30% discount on their own purchases.

### If I need more samples or paper pads etc what do I do?

Consultants who require further testers should contact Essentially Me for replenishment. Actual display samples (i.e. in display bottles) should not need to be ordered unless the bottle has been damaged or broken. Testers however, provided in sample pot size may be purchased at any time. These are available only to consultants and should not be purchased for customers. If however a consultant wishes to purchase additional tester pots to provide their own samples to customers to try this is permitted. Please note that as orders are sent to customers, Essentially Me often puts bonus samples into customers orders of products they have not ordered.

## Potential Earnings Chart

### REALISTIC ESTIMATED EARNINGS TABLE PER MONTH

**Assumptions: Based on low average guest sales of \$350**

Made up of 1. Commission on parties held 2. Reorders from servicing customers and one-off orders and 3. commission earnings passed to consultants from internet orders received by Company.

#### CONSULTANT LEVEL

Parties Held/Month	Commission 25%	Estimated Reorders	Estimated Internet \$\$\$	Potential Monthly \$\$\$
4	\$350	\$0 - \$800	\$0 - \$800	\$350 - \$1950
6	\$525	\$0 - \$800	\$0 - \$800	\$525 - \$2125
8	\$700	\$0 - \$800	\$0 - \$800	\$700 - \$2300
12	\$1,050	\$0 - \$800	\$0 - \$800	\$1050 - \$2650
16	\$1,400	\$0 - \$800	\$0 - \$800	\$1400 - \$3000
20	\$1,750	\$0 - \$800	\$0 - \$800	\$1750 - \$3350

#### TEAM MANAGER LEVEL

Made up of: 1. Team holds each an average of 8 low average parties per month. 2. Your personal sales are minimum 4 parties per month.

No in your Team	Parties Held Monthly	Commission 5%	PERSONAL Held Monthly	Commission 25%	Estimated Reorders	Estimated Internet \$\$\$	Potential Monthly \$\$\$
1	8	\$140	4	\$350	\$0 - \$800	\$0 - \$800	\$490 - \$2090
2	8	\$280	4	\$350	\$0 - \$800	\$0 - \$800	\$630 - \$2230
4	8	\$560	4	\$350	\$0 - \$800	\$0 - \$800	\$910 - \$2510
6	8	\$840	4	\$350	\$0 - \$800	\$0 - \$800	\$1190 - \$2790
8	8	\$1,120	4	\$350	\$0 - \$800	\$0 - \$800	\$1470 - \$3070
10	8	\$1,400	4	\$350	\$0 - \$800	\$0 - \$800	\$1750 - \$3350
12	8	\$1,680	4	\$350	\$0 - \$800	\$0 - \$800	\$2030 - \$3630
15	8	\$2,100	4	\$350	\$0 - \$800	\$0 - \$800	\$2450 - \$4050
20	8	\$2,800	4	\$350	\$0 - \$800	\$0 - \$800	\$3150 - \$4750

**NOTE:** These figures are all based on an average guest sales only being \$350 per party. Some parties will be greater, others less. Also, some consultants will conduct more parties per week than other consultants.

#### How do I become an *Essentially Me* Team Manager? (see earnings table at right)

Team Managers are rewarded with an additional 5% commission of the guest sales for every party held by each consultant in their team. This adds considerably to your income and we show you some figures below of earning potential. All of our Aromatherapy Consultants have this opportunity. As soon as you have completed your first four party bookings you may appoint other consultants and begin your own team. A new consultant interested in commencing simply needs to state that they are being introduced by you and will be part of your team. Ongoing, there are a few requirements to maintain status as Team Manager:

- You must maintain a minimum of two personal parties per month or a minimum of \$500 per month in sales;
- You must ensure that your team of consultants are providing the Company with their orders each week on time and that they are maintaining accuracy (the Company will contact you to speak with any team member that needs assistance in this area);
- You must therefore be good with people and know how to manage others;
- You must ensure your team is acting ethically and handle any troubleshooting matters to assist your Consultants as they request help;
- You must provide to the Company monthly forward plan sheets regarding estimated upcoming booked parties or goals planned by your team for the next calendar month.;



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# Application – Essentially Me CONSULTANT

Fax or email this form back to Essentially Me Australia on Fax number: (03) 6239 6402

## Personal Details:

First Name: ..... Last Name: ..... DOB: ..... / ..... /19.....

Marital Status: ..... No. of Children and Ages: .....

Current working situation: Full time  Part time  Casual  Home duties  Unemployed

Do you have a car or use of a car? Yes  No  ABN Number: .....

*Note: You will need to have an ABN number for your Commission payments. If you don't have an ABN number you can complete a Statutory Declaration (from tax office) to say this will only be a hobby.*

## Contact Details:

Street Address: ..... Suburb: .....

State: ..... Postcode: ..... Contact Phone Number: .....

What is the best time to contact you? Before Noon  Afternoon  Evenings  Anytime is OK

Email address: .....

## Six Confirmed Party Bookings? Can you do it?

You will need line up six parties to kick-start your own business. Can you do it? No  Yes

Have you ever worked in party plan before? No  (but I'm willing to learn) Yes

How would you describe yourself? .....

## Availability/Expectations:

*Note: As a Consultant for Essentially Me Australia we want you to feel that this is a position that you can work your other commitments around: such as family, full-time position, study etc. It is a position that should be flexible for you and one that you can determine when and how often you work. However, we also need an idea of how much time you think you would have available.*

Following your initial 6 parties that are a requirement of getting started as a Consultant (4 to be held within first month) with *Essentially Me Australia*, how many parties per month do you reasonably think you could conduct along with your other commitments?

1 – 2 per month  2 – 4 per month  4 - 8 per month  8 or more per month

How much do hope to earn per month in Commission payments (we pay 25% of guest sales)? \$ .....

## Consultant's Kit:

I understand I will need a full kit of testers and samples to conduct parties. I understand Essentially Me Australia will supply this to me however I need to invest in this to commence my business as an indication of my commitment to give my business the best start I can for it to grow and succeed. I am prepared to purchase the \$200 EME-KIT (it includes all paperwork and FREE online training certificate course in aromatherapy).

..... I intend to pay for my Kit by: CHEQUE DIRECT DEPOSIT CREDIT CARD  
Signature please

**The E- ME Kit SPECIAL PRICE \$200.00 – INCLUDES AROMATHERAPY ONLINE COURSE**