Tupperware®

Party Information

Consultant # ______ | Party Date M / D / Y ______ | **Ship to**

Consultant Name ______ | Distributorship Name ______ | Name ______

Unit Name ______ | ☐ Pick Up ☐ Delivery | Address ______

Phone ______ | | City ______ State ______ Zip ______

Host Name ______ Address ______ Phone ______ Delivery Date ______ ☐ Grand Opening

Code	No	Customer Name	Address	Phone	Prod. Total	Order Total	Check	Cash	Cr. Card
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
	15								
	16								
	17								
	18								
	19								
		Cons. Pers. Order			XXXXXXXX				
Total		Attendance	Datings	# of Orders	Payments $				

Consultant use only

Type	Item No.	Qty.	Description	Price	Type	Item No.	Qty.	Description	Price

Sales Tax

Code ______ % ______ $ ______

Grand Total Payments

Check	Cash	Cr. Card

____ of ____

How to Use the Tupperware Party Information Form

1. Before each party, write your Consultant Number, Consultant Name, Distributorship Name and Party Date on the form.

2. At the beginning of the party, circulate the Party Information Sheet beginning with your Host. Ask everyone to fill in their Name, Address and Phone Number on the lines provided. Or, ask someone to be your "secretary" and take down the information for you in return for a small gift.

3. Use the Code column to code customers for follow-up:
   A .... Attended
   D .... Dated
   O .... Outside Order
   NC ..... New Consultant
   CB ..... Call Back
   FNC ... Future New Consultant
   FD ..... Future Dating

4. The Party Information Sheet works best when used together with your Order Forms. Remember to distribute each Order Form in this way:
   - Tear off the bottom section of the yellow sheet and give it to the Customer. This is their receipt and notice of their right to cancel.
   - Give the rest of the yellow sheet to your Host, for their use in packing out orders.
   - Keep the white sheet for your records.

5. Once you have collected the orders and payments, total the party's Attendance, Datings, # of orders, Payments and Product Total and write the amounts on the appropriate lines. Have the Host complete their order form. On the Party Information Sheet, fill in the Delivery Date that you have agreed on, and Ship To Information if necessary. If this party is a Grand Opening, place a check in the Grand Opening Section.

6. At the end of the party, let your Host know what her party sales are and what she needs to do to achieve her goal.

7. Place your personal order (such as business supplies, samples and product) in the "Consultant Use Only" section. Reflect your personal payment in the appropriate payment column.

8. Write the customer payment amounts in the appropriate columns. Then total each column. Add all of the columns together, and write that amount on the Payments total line, making sure the amounts written match the actual payments.

9. Complete the Sales Tax section for the party indicating the code (provided by your Distributor), percentage and total dollar amount (retail sales and taxable handling charges.)

10. Staple the completed form on top of the customer order forms from that party. Now you have a quick and easy "party at a glance" summary, and a useful form for following up on your party leads.