



# Boulevard®

MAIN STREET QUARTERLY NEWS  
13th EDITION

*Find or Search for  
Products*

*Quickly Add Products  
to an Invoice*

*Handling Customer  
Returns & Refunds*

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**CONSULTANT ORDER FORM**

*Section 1 price changes, additions  
and discontinued items dated:*

11.16.2016 to 02.15.2017

EXPERIENCE THE BEAUTY OF SUCCESSFUL BUSINESS MANAGEMENT

### IMPORTANT NOTE:

A new service release was posted on September 16<sup>th</sup> for Boulevard 2017. File version is now **22.0.4.100**.

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**03 LIMITED EDITION & NEW REGULAR LINE**  
New Winter Limited Edition & Regular Line items releasing on November 16 and Product Categories for the quarter.

**04 ACTIVE & NEW PRODUCT BUNDLES**  
Convenience bundles for the current quarter

**05 SECTION 1 LAST CHANCE & CLOSEOUTS**  
Items moved to Section 1 Last Chance and Closeout Items no longer on the order form.

**06 SPOTLIGHT FEATURES**  
Learn a couple of options on finding products, quickly adding items to an invoice, and handling customer returns and refunds.

**ONLINE SUPPORT CENTER & WEBINARS**  
We're creating new ways to support you; from a new online Support Center to Facebook, Twitter, Google+, YouTube and now live webinars.



### PRODUCT CATEGORIES

Your Boulevard Product List contains the following categories for the current quarter:

**WINTER 2016**  
**TIMEWISE**  
**TIMEWISE REPAIR**  
**BOTANICAL EFFECTS SKIN CARE**  
**CLEAR PROOF ACNE SKIN CARE**  
**MKMEN SKIN CARE**  
**CUSTOMIZED SKIN CARE**  
**FLAWLESS FACE**  
**CC CREAM SUNSCREEN SPF 15**  
**MATTE-WEAR LIQUID FOUNDATION**  
**LUMINOUS-WEAR LIQUID FOUNDATION**  
**MINERAL POWDER FOUNDATION**  
**MEDIUM-COVERAGE FOUNDATION**  
**ENDLESS PERFORMANCE CREME-TO-POWDER**  
**SHEER MINERAL PRESSED & LOOSE POWDER**  
**COMPACTS/BRUSHES/APPLICATORS/BAGS**  
**MINERAL CHEEK COLOR**  
**MINERAL & CREAM EYE COLOR**  
**EYELINER, MASCARA & BROWS**  
**NOURISHINE PLUS LIP GLOSS**  
**TRUE DIMENSIONS LIPSTICK**  
**CREME LIPSTICK**  
**GEL SEMI-MATTE LIPSTICK**  
**LIP LINER**  
**MARY KAY AT PLAY**  
**BODY CARE**  
**SUN CARE**  
**FRAGRANCES**  
**SECTION 1 WHILE SUPPLIES LAST**  
**CLOSEOUT ITEM**  
**PROMOTIONAL ITEMS**  
**PRODUCT SAMPLES**  
**SUPPLIES/PACKAGING**  
**EDUCATIONAL/TEAM-BUILDING MATERIAL**  
**MARY KAY CULTURE**  
**SECTION 2 WHILE SUPPLIES LAST**  
**CLOSEOUT SUPPLIES**  
**DELUXE MINIS**

#### ADDED TO PRODUCT CATEGORY: **WINTER 2016**

##### MARY KAY PRODUCT LINE

- Compact Powder Brush
- Liquid Eyeliner Pen: MK Black

##### LIMITED EDITION: HOLIDAY/WINTER PRODUCT LINE

- Eye Palette: Maui Gardens
- Eye Palette: Moroccan Dunes
- Eye Palette: Paris Starlight

##### SATIN LIPS/HANDS/BODY PRODUCT LINE

- Satin Lips Set \*
- Satin Lips Shea Butter Balm
- Satin Lips Shea Sugar Scrub

#### ADDED TO & UPDATED IN PRODUCT CATEGORY: **DELUXE MINIS**

- White Tea & Citrus Deluxe Mini Set

#### ADDED TO PRODUCT CATEGORY: **GIFT & PURCHASE WITH PURCHASES**

- Sleeping Eye Mask (fixed \$1 wholesale)

\* Set can be split.



# ACTIVE & NEW PRODUCT BUNDLES

ADDED TO PRODUCT CATEGORY:  
**CLOSEOUT ITEMS**

Bundles will automatically be split into the individual part numbers.

**New Products Bundle (November 2016)**

part number **116746** | **\$170.00** retail **\$135.00** wholesale

- Satin Lips Set
- Liquid Eyeliner Pen: MK Black
- Eye Palette: Maui Gardens
- Eye Palette: Moroccan Dunes
- Eye Palette: Paris Starlight

**Active Order Bundle (November 2016)**

part number **10116745** | **\$450.00** retail **\$225.00** wholesale

Contains everything from the New Products Bundle plus:

- Lash & Brow Building Serum
- Eye Primer
- Lash Primer
- Lash Intensity Mascara: Black
- Oil-Free Eye Makeup Remover
- Extra Emollient Night Cream
- Intense Moisturizing Cream
- Microdermabrasion Plus Set
- Skinvigorate Cleansing Brush
- Moisture Renewing Gel Mask
- Mint Bliss Energizing Lotion Feet & Legs



ADDED TO PRODUCT CATEGORY:

**CLOSEOUT ITEMS**

- Creme Lipstick: Black Cherry
- Creme Lipstick: Dusty Rose
- Creme Lipstick: Maple
- Creme Lipstick: Pink Satin
- Creme Lipstick: Really Red
- Even Complexion Mask
- Lip Liner: Clear
- Rose Gold Compact Mini

ADDED TO PRODUCT CATEGORY:


**SECTION 1 LAST CHANCE**

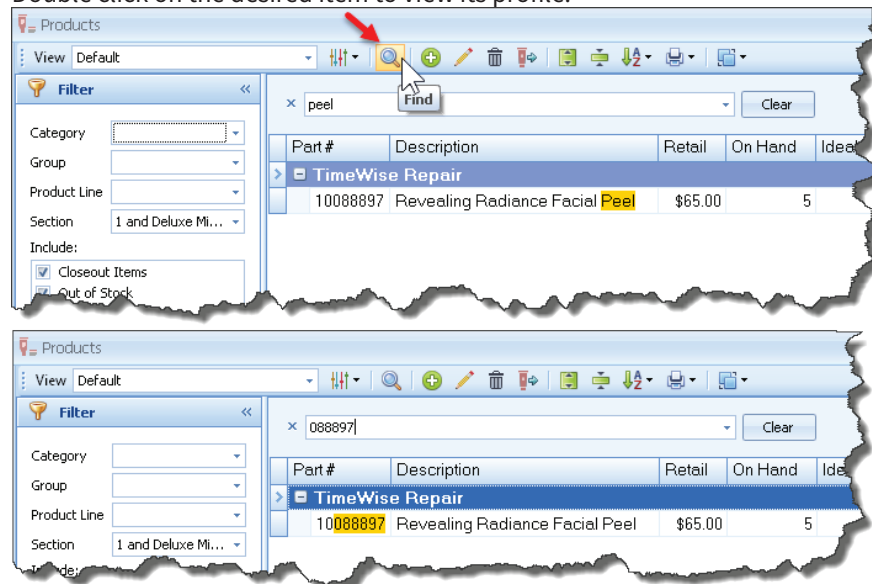
- Age-Fighting Lip Primer
- Eye Color Palette: Rock the Runway
- Gel Eyeliner Duo: Dramatic Gold
- Nail Lacquer: Blue Debut
- Nail Lacquer: Gold Is Bold
- Nail Lacquer: Rosy Encore
- MK High Intensity Ocean Hair & Body Wash
- Satin Lips Lip Balm
- Satin Lips Lip Mask
- Satin Lips Set
- Fragrance-Free Satin Hands Hand Cream
- Fragrance-Free Satin Hands Pamper Set
- Peach Satin Hands Hand Cream
- Peach Satin Hands Pampering Set
- Belara Midnight Eau de Parfum
- Travel Roll-up Bag
- At Play Baked Eye Trio: Neapolitan
- At Play Baked Eye Trio: Out of the Blue
- At Play Baked Eye Trio: Purple Eclipse
- At Play Baked Eye Trio: Sunset Beach
- At Play Eye Crayon: Gold Mine
- At Play Eye Crayon: Over the Taupe
- At Play Eye Crayon: Teal Me More
- At Play Fluid Eye liner: Blue My Mind
- At Play Fluid Eye liner: Gold Metal
- At Play Fluid Eye liner: Hello Violet
- At Play Fluid Eye liner: The Real Teal
- At Play Jelly Lip Gloss: Glow With It
- At Play Jelly Lip Gloss: Jammin' Berry
- At Play Jelly Lip Gloss: Poppy Love
- At Play Jelly Lip Gloss: Teddy Bare
- At Play Jelly Lip Gloss: Violet Vixen
- At Play Lip & Cheek Stick: Peach Pop
- At Play Lip & Cheek Stick: Razzleberry
- At Play Lip Crayon: Perfect Pink
- At Play Lip Crayon: Purple Punch
- At Play Lip Crayon: Toasted
- At Play Shadow & Liner: Caramellow
- At Play Shadow & Liner: Iced Lilac
- At Play Shadow & Liner: Mint to Be
- At Play Shadow & Liner: Rebel Rose
- At Play Tinted Lip Balm: Atomic Red
- At Play Tinted Lip Balm: In the Plum
- At Play Tinted Lip Balm: Orange You Lovely
- At Play Tinted Lip Balm: Pink Again

# Find or Search for Products



# SPOTLIGHT FEATURE

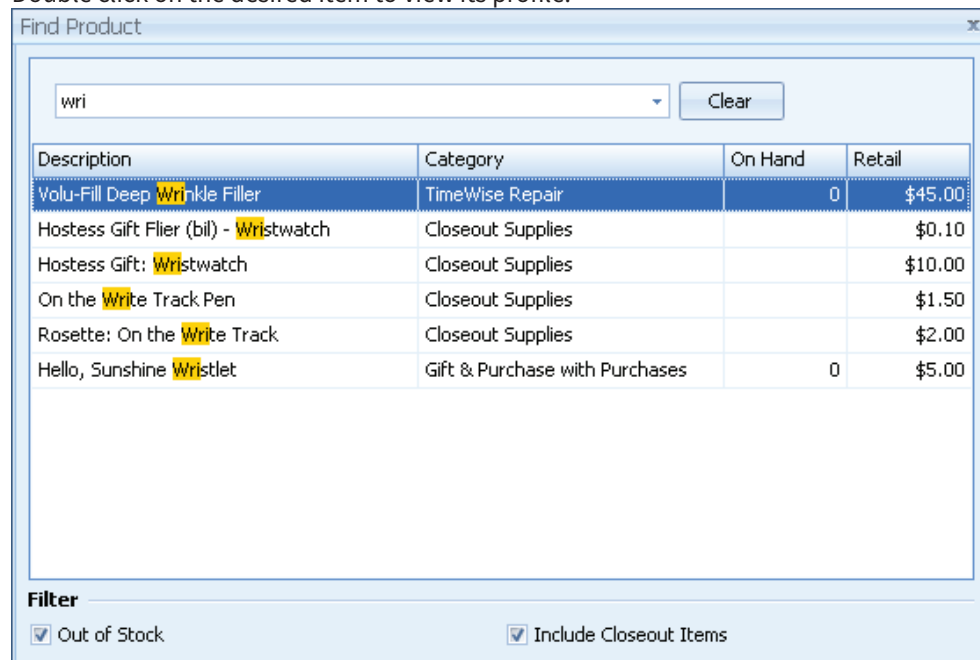
## OPTION 1:

1. From the Product List tool bar, click  and type a unique part of the item's description (or partial part number) such as **peel** for *Revealing Radiance Facial Peel*. As you start typing, the list will drill down to only include items with the word Peel in them.
2. Double click on the desired item to view its profile.

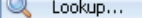


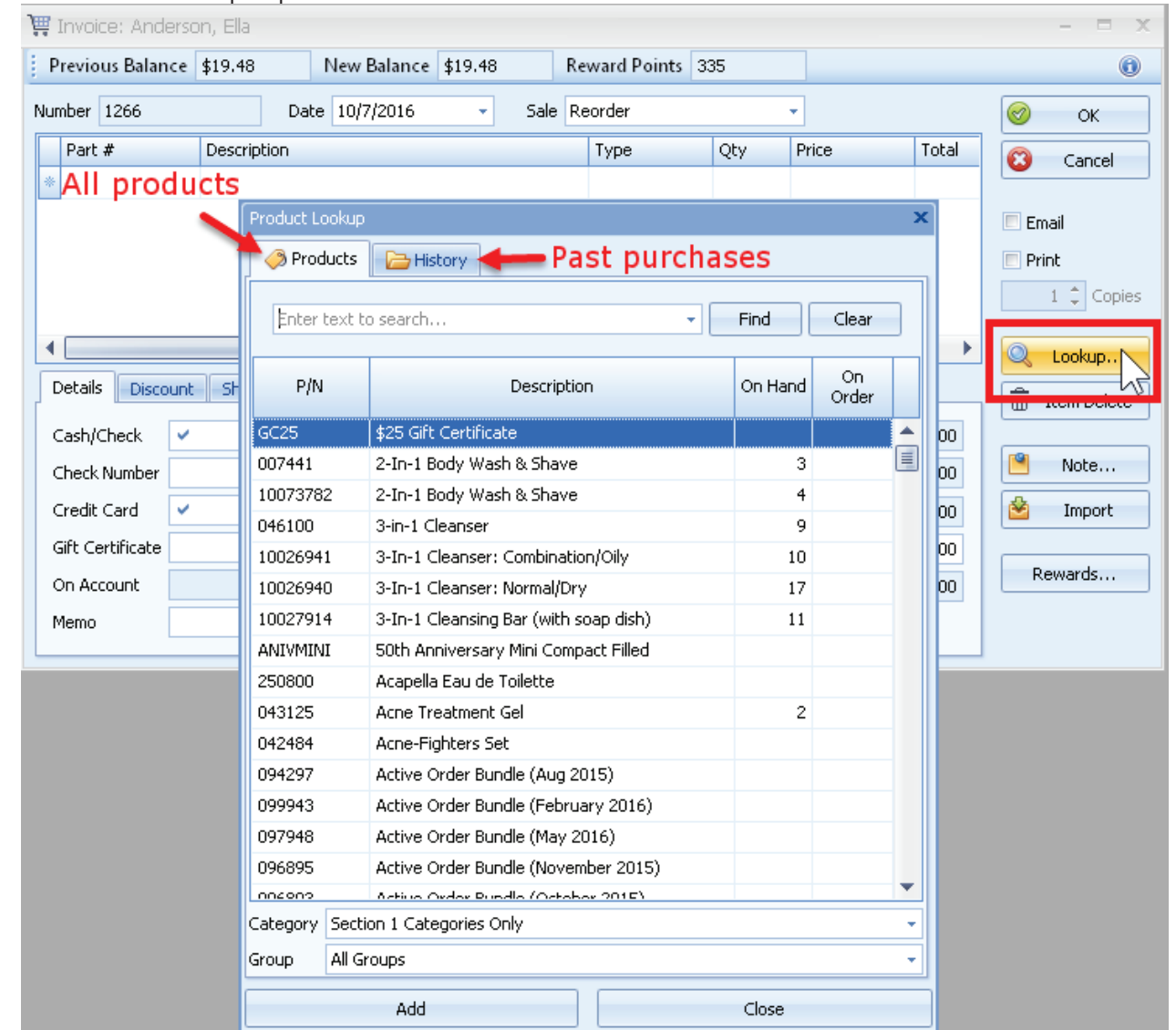
## OPTION 2:

1. From the Shortcuts form, click  **Find Product** (or click  from the main tool bar).
2. Type a unique part of the description of the item you're looking for such as **wrinkle** for *Volu-Fill Deep Wrinkle Filler*. As you start typing, the list will drill down to only include items with the word Wrinkle in them.
3. Double click on the desired item to view its profile.



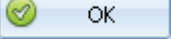


## OPTION 3:

1. On an invoice, click .
2. Enter a partial description in the search box under the **Products** tab, or click on the **History** tab and select items from the customer's past purchases.



# Quickly Add Products to an Invoice

1. From the contact's profile click on the Products tab.
2. Select  next to each desired item.
3. Click  and choose **Add to New Invoice** or **New Auto-Delivery**; or if the items are being returned click .
4. Complete and process the invoice as usual, then click  (For more information about the different areas of an invoice, see [Invoice Overview](#) section in the online support center).

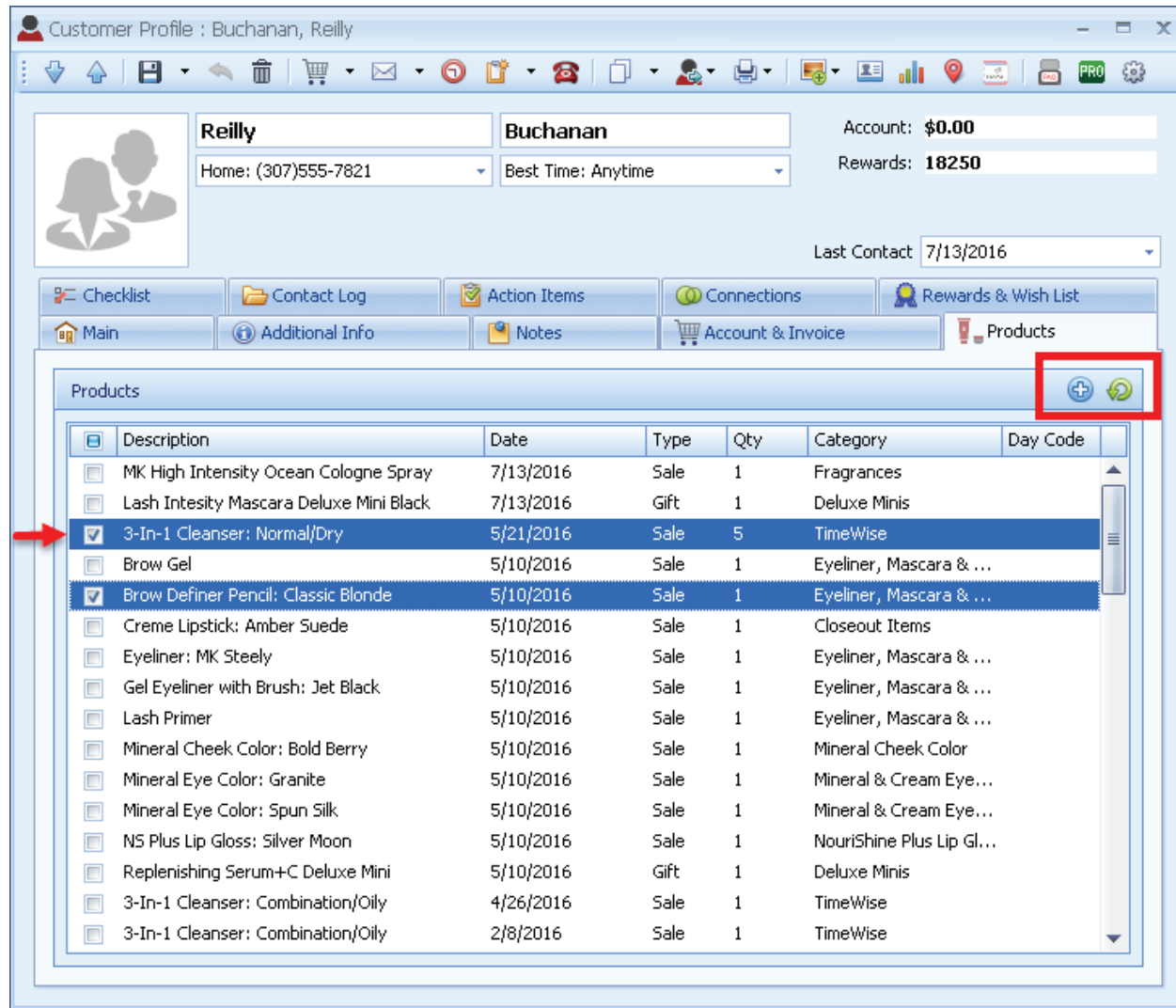
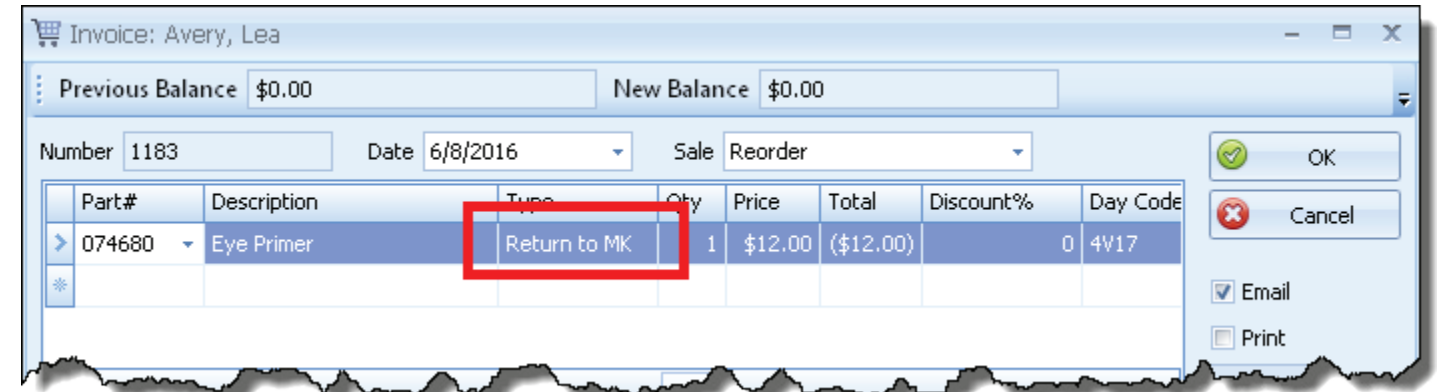


Image 1

# Handling Customer Returns & Refunds

1. Begin by creating an invoice using the method shown in Image 1, or create an invoice and add the items being returned.
2. For each item being returned, change the default type from Sale to Return to MK (or Return Inventory if the customer never received or opened the product).


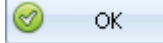


## Notes:

- Add the 4-digit alpha-numeric **Day Code** if the product is being returned to the company.
- If the product is being exchanged or other items being purchased, add the new items to the invoice and leave the sale Type as **Sale**.

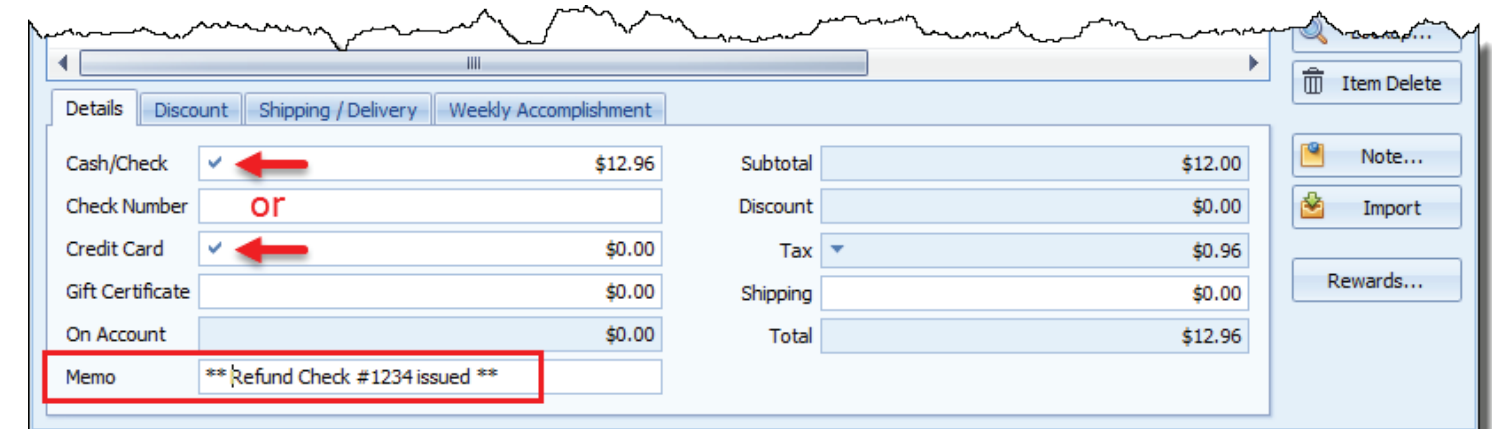
## ISSUING A REFUND

If there is a balance (**credit** or **owed**), it can either be refunded by you, paid by the customer, or left on the account until the next purchase.

1. If the total remaining amount is being refunded to the customer, click  (Paid-in-Full button) to the left of the applicable payment type (Cash/Check or Credit Card) as shown in the image below.
2. It is also recommended that a note is added to the **Memo** field as an additional reference.
3. Complete and process the invoice as usual, then click .

After the invoice has been completed, all items marked *Return Inventory* will be added back into your on-hand inventory amounts. Items marked *Return to MK* will be added to the *Product Replacement* form until you initiate a replacement product order. (For more information, see [Product Replacement Orders](#) in the online support center).

**Note:** All credit card refunds must then be manually issued by logging in directly to your ProPay account.





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***Boulevard.help***

*Next Webinar:*

***Getting a Fresh Start in Boulevard***



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#### **UPCOMING CLOSURES**

- **Thursday, November 24<sup>th</sup>**
- **Friday, November 25<sup>th</sup>**
- **Monday, December 26<sup>th</sup>**
- **Monday, January 2<sup>nd</sup>**

