

BCB Assignment Report

Please download 'Cam scanner' app on your phone and send your timesheet in as a PDF.

YOUR NAME: Please print full name with middle initial										
YOUR SIGNATURE: By signing, I confirm the information below is true and correct				REFERENCE NUMBER - Please create a unique 5 digit number for each Assignment Report. This will be the same number you see on your Payslip for your reference.						
STORE and TOWN: Remember, one assignment report per brand and store				<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						
CLIENT and BRAND:				OFFICE USE						



SALES REPORTING – please complete all columns. Every week starts on Sunday and ends on Saturday

Store/Brand Feedback



Product Knowledge
Timekeeping
Personal presentation
Sales Ability
Would you welcome back?
Other comments

Consultants Checklist



Did you send in your selfie?
Were you on time?
Were you given a sales target?
Have you recorded your sales?
Did you enjoy your day?
Other comments

Day	DATE	Shift start and end times	Customers served	Quantity sold	Target	Total £ sales	Manager Signature	Manager Name
e.g.	10/07/18	E.g. 10:30 – 19:00	Total customers served. E.g. 20	Total units sold E.g. 5	E.g. £750	Total sales you have made E.g. £750	Brand manager signature	Brand manager printed First and last name e.g. John Snow
SUN								
MON								
TUES								
WED								
THUR								
FRI								
SAT								

Please return your Assignment Report by Monday 12pm every week to be paid on Friday

via email
via post
via fax

– timesheets@bcb.uk.com
– Beauty Consultants Bureau, Crown House, 143-147 Regent Street, London, W1B 4NR (please keep a photocopy for your own records)
– 020 7287 7118



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BCB Uniform and Personal Presentation Guidelines

Female	Male
<ul style="list-style-type: none"> • Full face of make up to reflect the brand you are working on • Any fragrance worn should be of the brand/company you are working on • Nails to be natural and a good working length, no chipped nail polish • Black matching business suit clean and pressed, skirts need to be knee length and trousers to be straight leg no skinny fit and no leggings • Black plain round neck top • Black opaque or flesh colour tights or pop socks under trousers should always be worn • Shoes to be plain black, business style, of good repair, clean and polished. Always with a structured heel (i.e. no flat ballet pumps). Court shoes are ideal • Hair can be styled up or down depending on the brand, so please check with your BCB Manager when booking. When worn down please have either straightened or curled. Hair accessories to be kept discreet • Jewellery should be kept to a minimum with earrings to be 1 small pair of studs, no coloured watches • No facial/tongue piercings, visible tattoos need to be covered • Name badges to be worn and visible • Personal hygiene to be upheld to a high standard and ensure your clothing is freshly laundered 	<ul style="list-style-type: none"> • Clean shaven / Groomed Beard • Hair styled neatly • Any fragrance worn should be of the brand/company you are working on • Hands and nails to be clean and well-manicured • Black matching business suit clean and pressed • Black plain shirt with the exception of a crisp white shirt for some brands including Tom Ford/La Mer. Please check with your BCB Manager when booking • Black tie • Socks should be black • Shoes to be plain black, business style, of good repair, clean and polished. • Jewellery to be kept to a minimum with watches to be classic styled no coloured sports watches • No facial/tongue piercings, visible tattoos to be covered • Name badges to be worn and visible • Personal hygiene to be upheld to a high standard and ensure your clothing is freshly laundered

Failure to arrive appropriately attired may result in your removal from the assignment

Remember!
 On arrival at the store please **take a selfie** of your full uniform and immediately send to checkin@bcb.uk.com

Always check with your BCB Manager at the point of booking as some brands will offer slight amendments on the Uniform and Personal Presentations guidelines.
 Don't forget, no mobile phones are allowed on the shopfloor.

