



  
**CLUB OWNERS MONTHLY REPORT**  
**(SUBMITTED OFFICE COPY)**

Club Owner's Name(s):

Distributor ID Number:

Club Location:

Contact Number:

Type of Nutrition Club:

Time of Operation:

Club Opening Date:

Report Month:

Inclusive Dates of Report:

(Reports must start from 1st day to last day of the month)

Number of Club Owners	<input type="text"/>
Number of Club Members	<input type="text"/>
Number of Average Visitors Per Day	<input type="text"/>
Number of Distributor Sign-ups	<input type="text"/>
Volume Points Consumed in the Nutrition Club	<input type="text"/>
Volume Points Sold in the Nutrition Club	<input type="text"/>
Comments	<input type="text"/>

**SUBMISSION:** 3rd day of succeeding month  
(example: Report from Jan. 1-31 will be reported on Feb. 3)

**Please submit to Lyn Vallejera, Sales & Marketing**

**By Fax:** (02) 751-2091

**By Text Message:** +63920-9704424  
+63917-8010674

**By Email:** [arlenev@herbalife.com](mailto:arlenev@herbalife.com)

**Guidelines for your monthly report:**

1. Please list all the names and Distributor ID Numbers of all Nutrition Club Owners when reporting your monthly report, use a separate sheet if necessary if space is not enough.
2. **Club Owners** pertains to all Distributors who are operating a Nutrition Club. **Nutrition Club** is also known as "**NC**".
3. Please make sure that you have accomplished the updated NC Registration Form and Checklist with the location map and have submitted them to the Herbalife office.
4. Kindly update your contact numbers, either through the NC Registration Form or the monthly report form.
5. Please indicate in the monthly report form the type of Nutrition Club you operate (either **Home**, **Commercial** or part of a **Central Club**) and the time of operations.
6. The monthly report should start from the 1st day to the last day of the month. It should be reported on the 3rd day of the next month. It should state the number of Club Members, Number of Average Visitors Per Day and Members who signed up as Distributors.
7. **Club Members** pertain to those who have paid the **Club Membership Fee** (which includes the consumption of the offered Herbalife products - **Aloe**, **Tea** and **Shake**) plus Club activities. The **Number of Average Visitors Per Day** should include all Club Members and guests who visit the Club. To get this number, the daily number of members and guests should be noted and added at the end of the month and divided with the number of days the Nutrition Club is open. Example: 5 guests in 10 days and 6 guests in 10 days equals  $110 \div 20$  (days the Club is open) equals 5.5 which is the average number of visitors per day.
8. Your monthly report should include the Volume Points Consumed and Sold within Club during the reported month.
9. **Volume Points Consumed** pertains to the number of products consumed within the Club and their corresponding Volume Points. Example: 2 cans of Formula 1 (36.8 vp) + 1/2 bottle of 100 grams Herbal Concentrate Tea (17.48vp) + 3 Aloe Concentrate (74.85vp) were served in a month. It equals 129.13 VP Consumed.
10. **Volume Points Sold** pertains to the number of Volume Points sold to the Club Member. Example: Member A brought 2 cans of Shake, 1 bottle of 50-gram tea, and a Radiant C Quencher (63.25vp) and Member B brought 1 can of Shake and 1 bottle of Fiber & Herb (27.4vp), so the total number of Volume Points Sold is 90.65 VP.
11. To ensure that your Nutrition Club is included in all qualification & promotions, please submit your reports monthly and on time.
12. For any questions, please contact the Sales & Marketing Department at (02) 896-9371.