

# Franchise Development Package

All consultation is estimated at \$250 per hour and various hours are built into each item below. An average clients receives several hundred hours of consultation during the course of twelve months of development.

## **Corporate Structure**

- Selection of Corporation Name
- Preparations of the Articles of Incorporation
- Client completes EIN Registration
- Client Orders Corporate Minute Book
- Assistance in establishing Initial Meeting
- Client Opens Corporate Business Checking Account
- Structure for Directors & Officers
- Advisory Board Requirements

## **Trade Mark and Trade Name**

- Trade name selection
- Logo requirements - colors
- Commercial Symbols – Tag lines – Signature requirements
- Registration requirements

## **Logo Design**

- Client orders logo -

## **Franchise System**

- Defining and developing the system

## **Web Site Development**

- Provide client with content for web site
- Work with client's web developer
- Provide the Confidential Franchise Application Form

## **Preparation of Franchise Disclosure Document – *Required by the FTC***

- Structure content for client's business
- Consult with client concerning options
- Establish Fees, Terms & Conditions
- Make necessary changes for the next 12 months
- Preparation of the Area Development Agreement

## **Financial Audit – *Required by the FTC***

- Assist client's CPA

## **Development of Manuals**

- Employee Manual
- Development Manual
- Operations Manual

## **Franchise Training Program**

- Establish 5 day training program

## **Franchisee Profile**

- Qualification Standards

## **Franchise Marketing Program Designed**

- Most cost effective marketing -

## **Franchisor Office Requirements**