***Franchisee Directive to FranNet***

*\*Please read this document, sign and return to Headquarters\**

[Place your company letterhead here]

I have contracted with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(“Associate”) as an associate/independent contractor with our office. We have already provided you with a copy of the Independent Contractor Agreement with him/her for your files.

Please provide the Associate with the following:

* FranConnect Access (CRM Access)
* A Personal Franchise Assessment (PFA) link
* A FranNet email address and add them to the FranNet group email
* A listing in the FranNet address book under my territory
* Create a listing within my microsite for the Associate.
* Applicable social media accounts and a Rallio account to be managed by the social media manager
* Access to our training site
* On-going training and support that is offered to all FranNet Franchisees.

In addition, I would like to reserve a place in the next training class for the Associate, and access to pre-training procedures.

Please charge my credit card on file for the E&O insurance and the training fee for the “Associate” listed above.

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Franchisee (Print Name) Date

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Franchisee (Signature)