

ACTION PLAN FOR SUCCESS

Rev. 1/12/04

- 1. THE SIGN-UP PROCEDURE**
- 2. THE FOLLOW-UP MEETING OUTLINE & 90 DAY ACTION PLAN CHECKLIST.**
- 3. OUTLINE OF THE BASIC 5**
- 4. BASIC 5 SUPPORTING MATERIALS – (approaches/tracking sheets/charts).**
- 5. NDT OUTLINE AND ADMINISTRATIVE KEY POINTS**

NOTE: THIS ACTION PLAN FOR SUCCESS COVERS THE ENTIRE BASIC OUTLINE FOR TRAINING A NEW DISTRIBUTOR. THIS OUTLINE SHOULD BE DOWNLOADED AND USED BY THE DISTRIBUTOR TO FOLLOW ALONG WITH AT NDT & BASIC 5

1. Sign Up Procedure (Manual or Online – using Sign Up Wizard) This procedure if done properly should take a full 2 to 3 hours

- 1. What is your primary reason for doing this business?
 - I am making a 1 year commitment to this business before any re-evaluation
 - I will follow this Action Plan for Success I will commit 8-12 hrs/week
 - I will commit \$500 to \$1000 to capitalize the business I will be coachable
- 2. Provide sign up materials for new distributor
 - Action Plan for Success - Download up-dated copies at www.teamgoldcoast.com
 - Miscellaneous Materials, tapes, etc.
- 3. Complete Application - Online (must login with sponsor's Rep ID & Password)
- 4. Complete Pro-Pack Agreement (optional) – back office services & also enables new distributor to use credit card for all orders including your first order.
- 5. Complete product order (BV based on entry level) – to save time new distributor should prepare their product selection prior to the sign-up. To save time see attached sample BV order - **page 8.**
 - A. Recommended supplies with this order or the very next order; #1515 Business Support Kit \$99.95 or #1520 UFO Kit A \$200 - (Brochures on products if desired)
 - B. Sponsor may pay for first order to avoid a first time order “hold” if Distributor pays.
- 6. Complete Transfer Buying Order
 - Check off Bump-Up Option
 - Make sure pull week is correct approximately 2 weeks before “Q” date each month
- 7. Complete Form 925 & 1001 (Online)
- 8. Take your Q date, your 9 digit Distributor ID and 7 digit Rep ID & password which has been emailed to you & log this information on to your 90 Day checklist (Page 4)

- 9. Meetings, Trainings & Seminars (NMTSS) (Getting your new Dist trained)
 - Schedule to attend at least 2 Second Look Presentations per month (Dist cost \$5) Block out these nights in your calendar for the next three months (night _____)
 - Schedule your Home Business Kick-Off /Product Preview_____ within the 1st month
 - Discuss any area Business Lunch, Interview/Overview taking place_____
 - Schedule your online training modules if applicable. Go to website_____
 - Schedule both NDT training date _____ & Basic 5 training date _____ (Cost \$15 each) Location_____
 - Purchase tickets for the next Local Seminar and schedule all Local Seminars for the next three months – Dates: _____
 - Discuss & plan attending the next Natl Convention or Leadership School _____
 - Discuss specialized trainings if desired (Motives, Web Center Training)

- 10. Following Up with Your New Distributor To Keep Them On Track & For Accountability
 - Book your initial Follow-Up meeting within a week to start your Action Plan approx 2 to 3 hrs.
 - Everyone needs to continue to review their Action Plan at least 1X per week with their sponsor or upline (insures accountability). Time:_____ Day:_____
 - Schedule any regular group corings with your upline organization (if applicable).

- 11. Administrative key points will be explained at a later date, but at this time be sure to mark your estimated 4 quarter due dates (every 3 months starting from your Q date for the complete year) this will be when your Form 1000 (Retail Sales Report) will be due

1st Qtr end _____ 2nd Qtr end _____ 3rd Qtr end _____ 4th Qtr end _____

Mark in when to complete your Form 1000 Online or Mail In at least 30 days in advance of due date (1 month before the above ending dates).

1st Qtr submit _____ 2nd Qtr submit _____ 3rd Qtr submit _____ 4 Qtr submit _____

Mark these 8 dates in your daytime/calendar NOW!!

- 12. HOMEWORK
 - Complete your 60+ names list – don't pre-judge HIGHLIGHT TOP 10 (**see page 10**)
 - Complete your 1 page Goal Statement – (**see page 11**) Read daily!
 - Complete your answer to “What Is It” and “2 Minute Commercial” (**see page 16**)
 - Listen – Read – Watch any provided materials
 - Don't try & recruit anyone until you have reviewed the balance of this action plan

2. THE FOLLOW-UP MEETING OUTLINE (2 to 3 hours) – 90 Day Game Plan

(The purpose of the Follow-Up Meeting is to cover necessary action steps, give our new distributor a brief outline of the Basic 5 and most important develop an action plan to approach the new distributors top “10” list)

Attitude – Knowledge – Setup (45 minutes)

(The following items should only be reviewed at this time – further education in each area should be discussed during your weekly coring calls)

- 1. Refer to your 90 day Action Plan Checklist (page 4). Review that all the items in the Sign-Up Procedure have been completed.
- 2. Sales Tax Filing discussed – separate checking account – expense ledger for tax savings.
- 3. Discuss ECCT training – Mandatory after \$1500 commission earned or earlier once you fully understand the administrative components taught at your NDT trainings (cost \$50).
- 4. Discuss Internet Certified Training to learn “Unfranchise.com” (ASAP or at the latest when you have earned our first \$300 check – cost \$50).
- 5. Discuss enrolling on ATG voicemail as well as the Corporate Recruiting Call service online or call (800) 775-7790 as soon as possible or at least after earning first \$300 check.
- 6. Discuss ordering Business Cards (ATG # included).
- 7. Discuss reading the Career Manual.
- 8. Review the Administrative Planner (page 9). This will be further reviewed at NDT training.
- 9. Discuss a time to do your first Form 1000 online and register your new Preferred Customers.
- 10. Discuss with the new distributor getting familiar with their Web Portal and Unfranchise.com
- 11. Quickly review the Basic 5 Outline for Attitude & Knowledge covering any remaining areas such as weekly listening to audios, videos or reading.

Goals (15 minutes)

- 1. Review your completed Goal Statement with your sponsor

Retailing (15 minutes)

- 1. If desired, setup your first Product Preview or Wellness Clinic to jump-start your retail.
- 2. Discuss developing 10 customers using the Base 10 Retailing Program 400 BV (**see page 12**).

Recruiting (90 minutes)

- 1. Give a copy of your 60+ Names List & highlight top 10 to your sponsor for later review
- 2. Review your answer to “What Is It” and “2 Minute Commercial” with sponsor.
- 3. Schedule a Home Kickoff to be held within the 1st month
- 4. Draft your Business Introduction/Home Kickoff Letter (see page 19).
- 5. Review all the steps in the recruiting process (see Basic 5 Outline) Names List, Verbal Approaches, Methods of Introduction, Answer Objections, Showing the Plan, Follow-Up, Tracking on the Monthly Prospect Activity List.
- 6. **Now that you understand the recruiting process – formulate a plan of action for your top 10 List with your sponsor. This is the action step that needs to be covered in detail during this follow-up – getting a distributor into action should be a priority,**
- 7. Continue the recruiting process by calling 1 a day using the monthly prospect activity list.

Training & Follow-Up (15 minutes)

- 1. Refer to the 90-Day Action Plan Checklist that recaps all the material covered in the Sign-Up Process & Follow-Up Process. Work with your sponsor on a weekly basis to see that all items are completed.
- 2. As you sponsor follow the same action plan with your people.

OVERVIEW OF THE BASIC 5

1. ATTITUDE & KNOWLEDGE 2. GOALS 3. RETAILING 4. RECRUITING & SPONSORING 5. FOLLOW-UP & DUPLICATION

1. ATTITUDE & KNOWLEDGE

- Developing the right attitude - How else can you earn \$100K a year in the 45 yr Plan (investment, education, headaches, competition, and no time freedom – married to your career or business)
- Market America Unfranchise System – Just 2 to 4 sales organizations \$109K to \$327K per year (residual income total time freedom)
- You must treat it just like any other business (not a hobby)

CONTINUOUSLY FEED YOUR MIND & BUILD YOUR BELIEF

- Audios (Basic 5 eight tape set), videos, career manual, Powerline Newsletter, outside information
- Be proud of the Networking Industry that we have “evolved” from
- Attend 2nd Looks, Home Kick-Off presentations and Business Luncheons
- Attend both NDT and Basic 5 trainings
- Attend Local Seminars, District Rallies, Regional Conv., National Conv., Leadership School
- Attend other trainings over time i.e. ECCT, Internet Training, Website Training, Motives Training
- Goal – Attend 2 Business Briefings per month & at least 1 training or seminar
- Complete your Conference Call Trainings (if applicable)
- Associate with POSITIVE and SUCCESSFUL people
- Don't get stuck on the dot!
- Organize your activities – weekly and daily “to do” lists. All Market America activities and calls are scheduled in to the day. **DON'T LET LIFE GET IN THE WAY OF BUILDING THIS BUSINESS**

2. GOALS

- Complete your Goal Statement (homework after Sign-Up) (see page 11)
- Read your goal statement daily – make a dream board if desired
- Ticket Goals for your team - Locals, Districts, Regionals, Leadership School, National Convention
- For all your business goals:
 1. Follow the 90 day Checklist outlining your sign-up and follow-up tasks (see page 4)
 2. For your ongoing business goals follow the ongoing action plan which outlines your goals for each of the Basic 5 recapped on page 26).
- Do a weekly “to do” list every Sunday night and a daily “to do” list

3. RETAILING

- Personal BV goal for yourself and everyone in your organization is 400 BV's/month each
- Follow the Base 10 system – Personal use 100 BV minimum and 10 customers @ 30 BV/month=300 BV
- Personal use – use as many products in your home as possible
- Develop & maintain 10 preferred customers using the Base 10 Retailing Program (see page 12)
- Understand all the merchandising techniques (see page 12).
- Register your customers as Preferred Customers
- Build Share of Customer “multiple purchasing”
- Briefly discuss Motives & Webcenter Sales aspects of the business
- Briefly discuss Affiliate Partnerships & IBV

4. RECRUITING & SPONSORING

- Understand the steps taken in the recruiting process (the funnel) (see page 15)
- 60+ Names List Complete – Top Ten Highlighted (see page 10) (Homework)
- Add 1 to 2 names per day to your Names List (new people - referrals - ad campaigns – 3 ft. rule)
- Write out your answer to “What Is It” and your 2 Minute Commercial. (see page 16) Practice this daily!
- Understand the verbal ways to approach each person; Direct Approach - Referral/Evaluation (see page 17)
- Review the methods to first introduce each prospect to the business (see page 18)
 1. video/audio
 2. product
 3. overview/interview (45 yr vs. 2-3 yr plan) 15-30 minutes
 4. showing the entire compensation plan
- Draft your Business Introduction/Home Kick-Off Letter (see page 19)
- Once you have approached the prospect and given the answer to “What Is It” be prepared to answer the most common objections / Volley (see page 20)
- Learn how to always conduct an Overview/Interview with your prospect before they see the entire presentation - this is to build a relationship and to find out what they are looking for (see page 21)
- Understand the different methods used to actually show the entire Compensation Plan
 - 2nd Looks/Home Presentations/Video-CD/2 on 1's or 1 on 1's (use Flip-Chart orNote: Discuss dress & meeting etiquette at 2nd Looks.
- Understand the follow-up process (Meeting after the Meeting) for each prospect after they have seen the plan (see page 23)
- Use the MONTHLY PROSPECT ACTIVITY LIST (see page 24) to track each person in this process and to keep you on track to meet your goals -
 1. Approach 1 person a day (30 a month)
 2. This leads to at least 10 people a month in activity
 3. This leads to at least 4 people a month seeing the plan
 4. This leads to at least 1 sponsored person per month.

5. FOLLOW-UP

TRAINING YOUR NEW DISTRIBUTORS = DUPLICATION

- 3 types of Dists “Go Now” - “Stable” - “Waiting” (quality time work with “Go Nows”)
 - When signing people up follow the SIGN-UP PROCEDURE & FOLLOW-UP Outline
 - Wkly 1 on 1 discussions with your new Dist reviewing their 90 Day Action Plan Checklist or if they have completed their 90 Day plan they should be using their Ongoing Action Plan Checklist.
 - Use the DISTRIBUTOR TRACKING LIST (see pg 25) as a way to track 10 distributors on each leg of your organization. This list simply takes the 90 Day Checklist and the Ongoing Checklist and puts it on one page.
 - Do your organizational chart to track the growth of your group and to insure that everyone has an upline person to be accountable to.
 - Tie everyone into the group corings in your area (if applicable).
 - DO WHATEVER IT TAKES TO SUCCEED
 - DON'T LET OTHERS LIVE LIFE FOR YOU
 - MAKE THE DASH COUNT
-

SAMPLE 300 BV ORDER

(If time allows go through the Products and add your choices if desired)

Qty	Code	Description	Dist Cost	Retail	BV	Total
1	3322	Motives Trend Kit	75.00	75.00	40	75.00
1	6500	SOS	7.00	8.95	4	7.00
2	6362	TC SelectTrials	20.50	54.00	34	41.00
1	13015	Multi 300g	36.75	49.75	30	36.75
1	13009	OPC3 300g	48.30	64.95	40	48.30
3	13007	OPC3 100g	20.00	83.85	51	60.00
1	7802	Mochatonix pks	25.00	35.00	20	25.00
1	6223	SNAP	45.00	59.95	25	45.00
1	12601	Skintelligence	18.50	24.95	12	18.50
1	6619	Clearshield	7.00	9.95	4	7.00
1	12023	Royal Spa	30.00	39.95	15	30.00
1	16005	Stealth Radar Shield	12.50	17.50	10	12.50
1	5602	Pet Health	15.00	20.00	11	15.00
1	13123	Dreams	15.75	21.00	12	15.75
		Sub-totals		564.80	302	436.80
		Plus Shpg/Tax				
		Totals				

Make up your own 200BV or 300BV orders if desired

POSSIBILITIES LIST

Name	Phone	Planned Action	Done	Name	Phone	Planned Acton	Done
1.				31.			
2.				32.			
3.				33.			
4.				34.			
5.				35.			
6.				36.			
7.				37.			
8.				38.			
9.				39.			
10.				40.			
11.				41.			
12.				42.			
13.				43.			
14.				44.			
15.				45.			
16.				46.			
17.				47.			
18.				48.			
19.				49.			
20.				50.			
21.				51.			
22.				52.			
23.				53.			
24.				54.			
25.				55.			
26.				56.			
27.				57.			
28.				58.			
29.				59.			
30.				60.			

[Video/Audio](#)
 [Product](#)
 [Overview](#) (phone/3 way call/appt)
 [Show the Plan](#) (1 on 1, 2 on 1, Home Kickoff or Hotel)

GOAL STATEMENT

One of the keys to success in the business is **leadership**.

Leadership requires two key ingredients:

- (1) you must set GOALS and know what you want out of the business, and
- (2) you must have a PLAN OF ACTION to achieve these goals.

1. WANTS & DREAMS

Write a brief paragraph as to why you are doing Market America.

2. **Short Term Goal \$500 to \$1000 per month.** What would be accomplished with this coming in every month? _____

By when _____

3. **Long Term Goal (2 to 5 yrs?)** What income level would it take to enable you to quit your job if desired? _____ per year. How would your life change? (yourself & family, others, community) _____

By when _____

4. **What am I willing to overcome or do differently?** (shyness, feeling like I'm bothering people, TV, cutback on hobbies, some sacrifices with family time...) _____

5. **Days/Nights available** _____

6. **TO MAKE THE ABOVE HAPPEN I WILL DEDICATE APPROX. _____ HOURS PER WEEK.**

7. Specific Measurable Results to Achieve

I have activated with my first 2 people: Date _____.

I have achieved Coordinator level (1st \$300 check) by: Date _____.

I have achieved Executive Coordinator level (total \$1500 earned) : Date _____.

➤ **To understand how to earn ongoing monthly income, let's look at the numbers:**

➤ With each distributor working our retailing plan, we project each distributor can produce 400BV/mo*
*100BV/mo personal use + 300BV/mo retail (10 customers each doing 30BV/mo)

Earn **\$300/mo: Date** _____ ('FLUSH' every 5 months, (or each leg: 1000BV/mo = 3 dists @ \$400/mo)

Earn **\$1500/mo: Date** _____ ('FLUSH' every 1 month, (or each leg: 5000BV/mo = 13 dists @ \$400/mo)

Earn **\$1500-2100/wk: Date:** _____ ('FLUSH' every 1 wk, (or each leg: 20000BV/mo = 50 dists @ \$400/mo)

8. **Along with the above Goals I will also read my positive affirmations" daily i.e. Self:** "I will make today a Great Day" **Market America:** "Everyone I speak to wants to hear about Market America" – "I am a recruiting machine"

Read your Goals & Affirmations everyday upon waking & prior to bedtime!

- To make the above goals a reality I will follow first my 90 day Plan of Action outlined in this training packets
- I will continue to follow my "Ongoing Plan of Action" as outlined in this training packet

Signed _____ Copy to my sponsor

BASE 10 RETAILING PROGRAM:

- The overall Goal is to personally generate at least 400 BV per month.
 - Personal use \geq 100 BV per month and
 - Retail sales of 300 BV (10 customers using 30 BV/mo each)

- Your goal is to develop 10 repeat customers over the 1st 90 days. .
- To achieve this, you should expose consumable products to min 2 people/week.
- 2 people X 12weeks = 24 people; this should develop at least 10 solid repeat customers.

Follow-up Days

Name	Phone #	Date	Products	BV	1	3	7
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							

SUGGESTIONS:

- Use as many products for yourself & family to increase personal consumption.
- Host a Product Preview (see Price List Page 11 & 12) or Motives Clinic.
Date(s) _____
- Use all available merchandising techniques (OPC Health Awareness Survey, Nutri-Physical, Gene Snip Program)
- Utilize your Web Portal & Mini Product Websites (Business card CD)
- Utilize Trial Size Marketing: ThermoChrome & Mochatonix, etc.
- Duplicate; “Base 10 Seven Strong” (you plus 3 dists on left & 3 dists on right each doing 400BV/mo - which would give you 1200BV monthly on each side = \$300 commission/mo)

BRIEF GUIDELINE – PRODUCT PREVIEW/BUSINESS KICKOFF

INVITATION PROCESS

- Set date 2-4 weeks in advance
- Name list to invite 30-60 people (shoot for 8-15 to show up)
- Invite over phone or use Business Intro/Kickoff Letter or Product Preview Invitation.
- Follow up with call to all 1 week after (to get head count & commitment)
- Follow up with Reminder Call 1-2 days prior to event

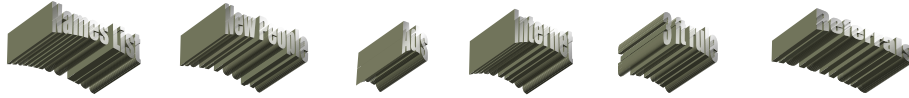
NIGHT OF PREVIEW/PRESENTATION

- Note: Make sure whiteboard/product display is handled
- Business Kickoff: option use 1 Page Check off of Order Form (Great way to combine both aspect of business)

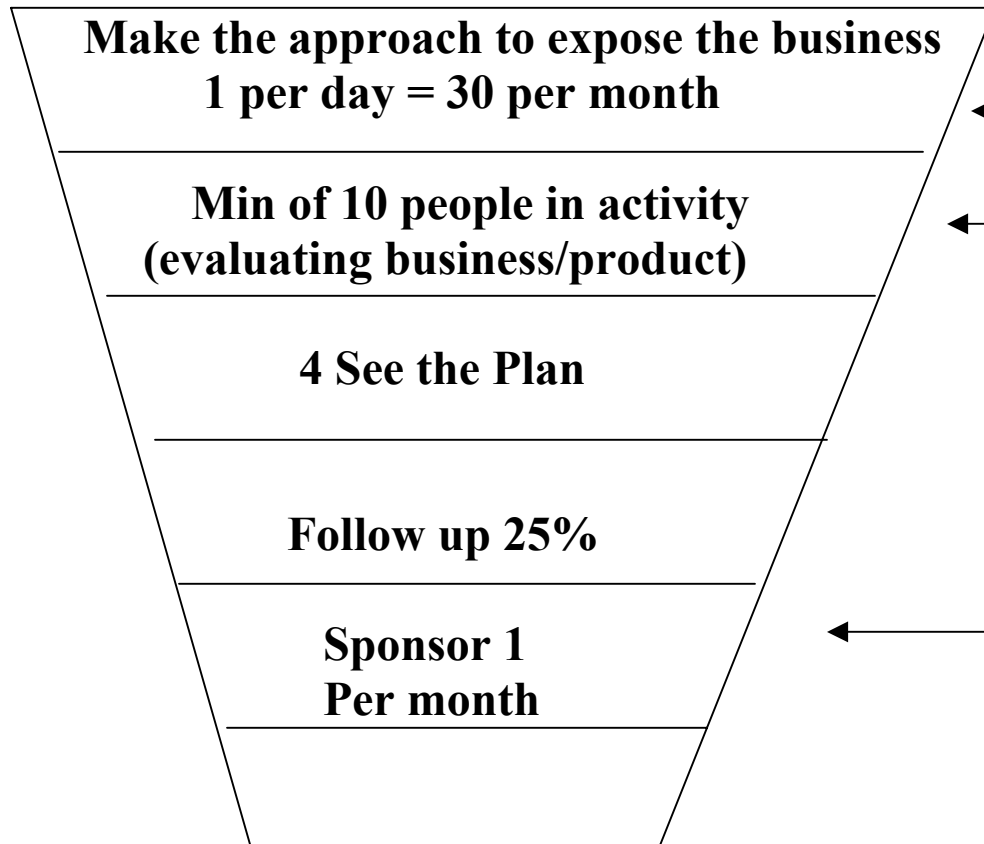
PRODUCT PREVIEW

- One Page Product Order Form
- Nutri-Physical/OPC Survey (in advance)
- Get started – Tell people up front Host/Hostess is starting their own business and to please help support them – please use the check off pricelist and select products as we go through them.
- Go through products in order of the One Page Product Form to keep people following along.
- Do Product testimonies / Demonstration / Try samples
- Finish – tell people a little about the Business Concept – People are looking for a better way – Ask if they are interested in seeing the “Business Plan” (at bottom of Product Order Form).

RECRUITING / SPONSORING OVERVIEW



Unlimited Possibilities



Build Rapport

- * **Audio/video**
- * **Product**
- * **Overview 45yr vs 2-3yr**
- * **Misc. Tools Web centers/Lit.**
- * **Agree to see the plan**

If each distributor sponsored 1 per month your group would exceed 4000 per year

ANSWERS TO WHAT IS IT?

- The “Unfranchise” is a product brokerage company that identifies market trends and products and obtains exclusive rights from top manufacturers. Qualified individuals can run an Unfranchise part or full time following a proven business plan and earn an extra \$300 to \$2100 a week.
- Market America is a business where an average person working 8 to 10 hrs. a week and following a proven business plan can build a six-figure residual income.
- Market America is a one-to-one mass customization company. We identify what people want and deliver it at a higher quality and better price.
- Market America is an Internet based research company setting people up with their own business.

Write your answer here:

WHAT DO YOU DO FOR WORK?

State your current occupation and add a catch phrase to generate curiosity.

- I’m a dentist and I help people to diversify their income..
- I’m an engineer and I look for people who want to form a backup plan.
- I’m a dentist and I help people add alternate income streams to their investment portfolio.
- I’m an engineer and I look for people who want to form a backup plan.

YOUR TWO-MINUTE COMMERCIAL:

Your two-minute commercial is a testimony of the real reason why you are doing the business

- I am doing this business because it allows me to work part-time without effecting my current job and gives me the opportunity to work a plan for my own financial success rather than a plan for someone else’s success (go into more personal detail as to your “WHY”)

MARKET AMERICA APPROACHES

1. DIRECT

- “You’d be great in my business....
outgoing, energetic, professional, enthusiastic, go-getter, open minded, hardworking, sharp) Compliment their positive characteristics”
- “If I can show you a way you could.....
 - Earn an extra \$_____ per month, without giving up what you’re presently doing, would you take the time to evaluate it?
 - build a residual income stream regardless of your current success, would you take time to evaluate it?
 - Double your income, would you give me an hour of your time?”
- “I recently came across something...
 - New and exciting and thought of you. Could you use an extra \$_____ per month?
 - That’s a real moneymaker. It’s incredible. You need to get over here.”
- “Have you ever thought about owning your own business?”
- “Do you have a backup plan...
 - a. as a safety net for your career/business?
- “I have a business I’m currently expanding....
 - b. I have the know-how and connections; you have the contacts. This can be profitable for both of us.
 - c. I’m in the process of selecting and teaching 2 key people to generate a six figure, ongoing income.”

2. REFERRAL / EVALUATION

(You can use any of the above concepts, but remove them from the approach, that way prospect don’t feel like you’re trying to recruit them – no pressure)

- “I have a business I’m currently expanding, I know **your very busy** with your current business/career and don’t have a lot of time, and **this may or may not be of interested to you**, but I know you **have a lot of good contacts**. When can we get together to overview the business, once you understand the concept you may be able to **refer a couple of people**. If they work out it could be **profitable for both of us**?”

Very important to write out your own Evaluation Approach & practice it.

- Who do you know who
 - d. Is a real go getter?
 - e. Is a real people person?
 - f. Realizes the importance of a backup plan?
 - g. Is interested in permanent ongoing income?

Methods to Introduce a Prospect to the Business

Approach 1/day minimum

1. Audio/Video Approach: (pre qualifiers) - Always pickup within 24/48 hrs.

- Lead the Parade (tape)
- It's time for a change (video)
- Cash in on Wellness (video)
- Generic Audios/Videos (books)

2. Product Approach:

- Trial Size Marketing
- Nutri-Physical
- OPC Health Awareness Survey
- Audios / Video's (OPC audio)
- Motives 2nd Look/Motives Online
- Product Preview
- Web Center Review - www._____
- Web Portal www._____ (mini websites)

3. Qualifying Overview/Interview (This is the 1 on 1)

(This is a brief 15 to 30 minute discussion about the 45 yr plan vs. the 2 to 3 yr plan, to find out what the Prospect is looking for and to establish a relationship. This brief discussion should always take place before the Prospect is shown the entire Business Plan - this can be accomplished just prior to showing the Business Plan or days in advance (see attached Business Overview - page 19)

- On phone yourself or with your sponsor utilizing the power of the 3-way call
- In person yourself or with your sponsor (Coffee)
- Group Overview/Interview (in home/or Business Luncheon)
- National ATG Recruiting Calls

4. Showing the Prospect the Entire Business Plan:

(Remember Brief Overview first)

- 1 on 1, 2 on 1 (flip chart/CDRom/1 Page Presentation) (see page 20)
- Unfranchise Advantage (CD)
- The System Video
- Home Kickoff/Giant Flip Chart
- 2nd Look Presentation

Note: Use this letter as an advance way to introduce Market America to your contacts so that your initial conversation is not uncomfortable. Utilize E-mail, mail or give to someone directly.

A letter of introduction

Hi _____,

I'm proud to announce the start of a new business venture.

Why your doing this business

Although I have done well in my current business, I have always looked for ways to diversify my income and have more free time. I was recently introduced to a business that has the potential to generate residual income as well as provide me with a backup plan should anything happen in this current economy.

About the company/ answer to what is it

Market America is an eleven year old product brokerage and Internet company based in Greensboro NC, is debt free and financially strong. Our growth is explosive - in 2001 sales exceeded \$200 million per year! This business provides people a way to establish a second source of income that can be realistically developed on a part-time basis with the two to three year potential of a six figure residual income.

The referral approach

I'm organizing a team of individuals who realize the importance of residual income and having a backup plan. Over the next several weeks I'll be in touch with many of my contacts. This may or may not be of an interest to you at this time, but I would like to run the business concept by you for possible referrals, which could be mutually profitable for both of us.

Thank you for your support

Signed _____

(Optional) kickoff Invitation

To help jump-start my business I've scheduled a business over view at my home (or up line) on Jan. 10th 7:30 pm to 9 pm (please arrive early as we start on time). Please call to confirm your attendance or if this date doesn't work for you call so that we can schedule another time.

Directions and Phone number

MOST COMMON OBJECTIONS

▪ **Question: “Is this a pyramid thing?”**

Answer: Address Legality of industry

- Pyramids schemes are illegal; do you think I'd be involved with something illegal?
- No, this is an 11-year-old corporation doing approximately \$200 million per year.
- We're part of a 50 year old \$100 Billion / yr industry legitimized 20+ yrs.
- A proven method to move product to end consumer doing business in over 125 different countries.

Address issue of people at top make the money (structure)

- Reference differences between corporate structures (i.e.) People at top make more money, in network marketing anyone can make more income by building a larger organization based on the parameters of the pay plan, regardless of their position.
- It's easier to be successful today then at the beginning, think about it: The products are better and more diverse, the tools are better, there only 85,000 distributors in Market America the US population is 300 Million, and we have expanded internationally, your timing couldn't be better!

▪ **Question: “Is this like Amway?”... OR “network marketing?”... OR “pyramid marketing?”**

Answer: “What do you know about Amway?”.. OR “network marketing?” OR “pyramid marketing?” (*Listen to them!*)

We're a totally different concept called the UnFranchise. However, we do use the same powerful principle called **time-leveraging**. Do you know what time-leveraging is, and why it's the best way to obtain wealth as well as time freedom?

▪ **Question: “Are you making any money yet?”**

Answer: If you've been in Market America but haven't made much money yet, your answer could be: “I'm just getting going now”. OR If you have the conviction: “I'm on my way to \$2100/week.”

▪ **Question: “I don't have any time.”**

Answer: “I know you don't have time. That's because you don't have a time-leveraging system working for you. That's why you need to sit down with me and take a look at this.”

▪ **Question: “Is this selling?” OR “I'm not a salesperson.”**

Answer: It's not about being a salesperson. It's about being a people person. Do you consider yourself to be a people person? - “Great then you would love this business”.

▪ **Question: “I don't have any money.”**

Answer: As long as you have the desire, there are many ways to get this business started.

▪ **Question: “Most people don't make any money at those things.”**

Answer: “First of all its' not a “Thing” its' a business”. The reason why a lot of people never realize success is that because this is a “No Risk” business most people treat it like a hobby. In fact, if they worked their jobs this way, they would be fired. Those who apply themselves consistently do quite well.”

The reasons for this 20-30 minute get-together are:

- To overview a business concept,
- To see if we want to go to the next step and get you more information.
- Or you may be able to refer a couple of people, and if they work out, it could be mutually profitable.

The business we represent is Market America an 11 year old product brokerage/internet marketing company

They have developed a new business concept, called The UnFranchise. Have you ever heard of it?

This system provides people the way to start their own business on a limited time basis, without affecting their current job or career.

The situation today 45 year plan (downsizing/layoffs/debt/lack of savings/time constraints/long hours)

Before I review this business plan let me give you an idea of the type of people we are looking to work with.

- Someone who is open to new business opportunities
- Someone who has the desire to **diversify their income** for a couple of key reasons
 1. to **supplement their current income** to help pay off debts: college loans or build an investment fund
 2. someone regardless of their current success level, realized the importance of building a **back-up plan**.
- Someone who is looking to build a business with a **six-figure residual income potential**.
- Someone who desires more **time freedom** (out of the rat-race--45 years working 40-50+ hours per week).

1. Let me tell you why Market America made sense to me.

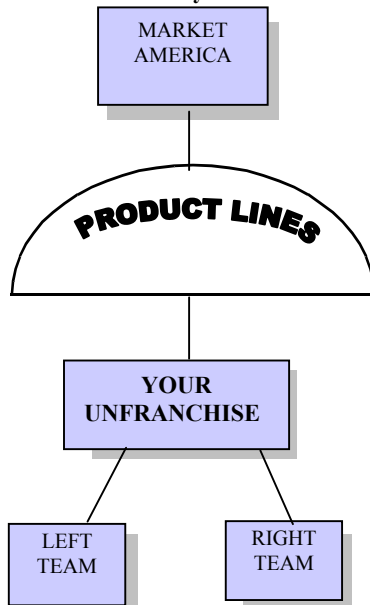
2. What are your priorities & what is a concern for you & why are we meeting?

MARKET AMERICA = OUR 2 – 3 YEAR PLAN

Your own business without the risk

- **Approximately \$500 to \$1000 to capitalize this business**
- **Part-time: approximately 8 to 10 hours a week**

Our UnFranchise system combines the positives from franchising, on-line shopping, the Internet and network marketing.



- Product Brokerage Company
- Solid, Established since 1992
- Over \$180 M Sales per year
- 1st Way to earn wholesale to retail profits
Our Products represent several multi-billion \$ industries i.e. cosmetics/ personal care, pet industry, web development, health & nutrition & anti-aging industry (Klatz & Goldman) (touch on a few products)
- Affiliate partners
- 2nd Way to earn is to work our PROVEN BUSINESS PLAN
- Open your UnFranchise and build two sales/distribution organizations
- Each UnFranchise provides you with the opportunity to supplement your income along with the potential of developing a six-figure residual income

KEY to developing a residual income: leveraging your time.
Do you understand what is meant by 'Time Leveraging'?

J. Paul Getty said it best: I'd rather have 1% of 100 people's efforts than 100% of my own

Most people earn a living off their own efforts, e.g. **employees; self-employed**: independent contractors, real estate agents, accountants, doctors and lawyers.

Business systems that provide leverage would be a real estate broker; salon owner, law firm or any business that has others producing income for you.

Our system of time leveraging uses the principles of the network marketing industry, which is ultimate leverage (because everyone has the same opportunity to earn.
A 45+ year old \$100 billion world-wide industry doing business in over 125 countries

No matter what a person is doing to create their income I believe everyone should be trying to build some type of business that creates residual ongoing income, otherwise we will always be in that trap of trading time for money

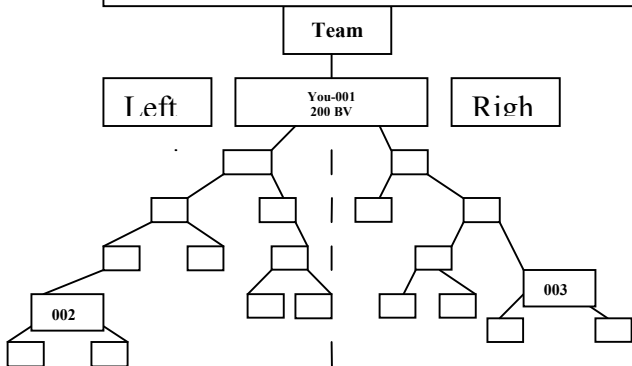
**Do any of these concepts make sense to you?
The next step is to book a time to view the business plan.**

ONE PAGE MARKETING PLAN PRESENTATION

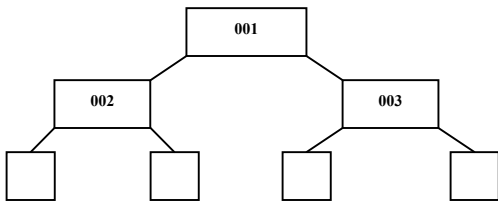
(45 yr vs. 2 to 3 yr Plan / The Company / The Products / Concept of Leveraging all discussed in the 1 page Business Overview)

1. Apply - Sales Rep \$0
Distributor \$69.95
2. Create BV
(BV is the point value assigned to each product which is approx 80% of dist cost)
 - Many ways to create BV (personal use/retail)
3. Qualify
 - 200 BV one time (90 day period then 50 BV/mo)
 - 100 BV 1st \$300 ck – 150 BV max - \$1500 earned
4. Activate
 - Personally sponsor 2 people (1/left – 1/right)
5. Teach - Train - Duplicate
6. Build Share of Customer

6. The 4-step pay structure (every Friday weekly accumulation)
7. Weekly \$600 bonus
8. Re-Entry
9. Supervisory Entry
10. Training & Support
11. Next Step
 - Get started now
 - I choose the 2-3 yr plan over the 45 yr plan
 - I want to try products now 200/300 BV
 - I realize positioning could be key
 - I have absolutely no risk in trying
 - I'm interested but I want more information
 - I'm not interested at this time



Supervisory Entry



1200BV	\$300	1200BV
2400BV	\$300	1200BV
3600BV	\$300	1200BV
5000BV	<u>\$600</u>	1200BV
	\$1500 (resets & starts over)	
	<u>\$600</u> Bonus	
	\$2100	

STARTING THE FOLLOW UP PROCESS

Meeting after the Meeting

You have wasted your time and effort if you don't follow up with all prospects. The real meeting comes after the presentation.

After the presentation say: "What did you like best about the business?"

Or

"Can you see this as a way for you to achieve?" (Their goal)

Or

"Do a couple of people come to mind that would benefit from this business?"

Listen carefully to their response & BOOK the Follow-Up appointment (give materials to take home)

If desired, use this little questionnaire to be clear on your next step and help bring the person on board

Thanks for evaluating the business - to save us both time & energy please help me determine your level of interest

Yes I'm ready to get started

- I choose the 2-3 yr Plan over the 45 yr Plan
- I realize positioning could be key & that I have absolutely no risk in trying

Name _____

Phone # _____

Yes I am interested in getting more information

Attend another Business Presentation - Date _____ Time _____

Attend a Training Seminar - Date _____ Time _____

Get together to get my questions answered - Date _____ Time _____ Location _____

Plan a follow-up phone discussion - Date _____ Time _____

Interested in trying some products

Start a Trial Run (try a few products, review our Getting Started Action Plan & have a few people evaluate the business. If we have success there is no decision to make.

No, I am not interested in obtaining more information at this time.

- I may wish to try a few products and provide some referrals

Please provide 3 referrals who may be interested in diversifying their income/building a backup plan/or creating residual income.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Key: You must take consistent action!

- ♣ Contact at least **1 Person per day** (usually from your Possibilities List)
- ♣ Should result in at least **1 person every 3 days** (or 10 per month) added to your 'Monthly Prospect Activity List' (trying a product, audio/video review, anyone agreeing to learn more about the business,...)
- ♣ Should result in at least **4 per month** of these prospects seeing the business presentation.
- ♣ Should result in at least **1 per month** of these prospects becoming a new distributor.

'Monthly Prospect Activity List'

Month/Year _____

Contact 1/day		Prospect Name 10	Phone	Town/ Info	Next Step/Appointment				Plan Seen 4	Follow-Up			Results 1
1													
2	1												
3													
4													
5	2												
6													
7													
8	3												
9													
10													
11	4												
12													
13													
14	5												
15													
16													
17	6												
18													
19													
20	7												
21													
22													
23	8												
24													
25													
26	9												
27													
28													
29	10												
30													

DISTRIBUTOR TRACKING SHEET

(Ten Personally Sponsored or GO NOW Distributors on each Leg with whom you will maintain regular contact.)

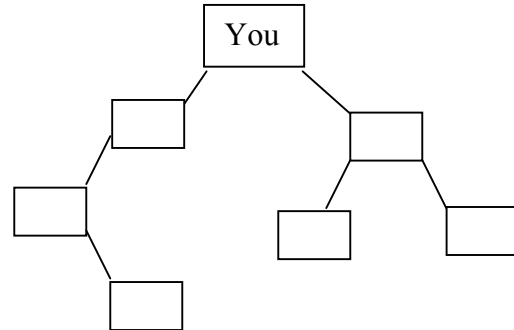
Scheduled Days to Call:	MON	MON	TUE	TUE	WED	WED	THU	THU	FRI	FRI
QDate _____ BDC# _____ LEFT <input type="checkbox"/> or RIGHT <input type="checkbox"/>										
Distributor Name Phone# & SS Number										

90-DAY ACTION PLAN

4 Form 1000 Qtrs ending & submit dates put in planner										
1 st FORM 1000 sent in? Verified?										
TRANSFER BUYING FORM Submitted? Verified?										
New Distributor Training (NDT) attended?										
BASIC 5 (B5) attended?										
All conference call trainings completed?										
1 st Local Seminar (LS) attended?										
Possibilities List: start w/60-200 names – highlight Top 10?										
Work your Top "10" List with sponsor/Approach 1/day										
Follow-up meeting completed with sponsor										
Distributor ID, Rep ID & Password										
Draft your business intro. Letter/home kickoff invite.										
<u>Weekly accountability call with sponsor/upline (also group coring)</u>										
Listen in on 1 Training Conference Call a week?										
Enroll for ATG Voice Mail?										
State Sales Tax Form sent in, if desired?										
Other administrative forms (925/1001) sent in?										
Next major corporate event planned?										
Attended at least 2 Business Briefings monthly/1 Training?										
Order business cards (ATG# included)/Read Career Manual										
Supplies Ordered?										
Weekly audios/ videos/ books?										
Write out Goal Statement and read daily?										
Use Distributor Tracking Sheet to manage group? Accountability										
Develop 10 Customers (2/week exposed)? <input type="checkbox"/> Register PC's?										
Lay out your organizational chart (you at the top)?										
Write out answer to "WHAT IS IT?"										
Attend ECCT training when NDT training outline is checked off										
Hold 1-2 Business Kickoff(s) and/or Product Previews										
8-12 shown the plan? (Use Monthly Prospect Activity List)										
ACTIVATE? (Sponsor at least 2 people.)										
Attend an Internet Basics Class/"Unfranchise.com"										

ONGOING MONTHLY ACTION PLAN KEY ITEMS

Review Administrative Planner weekly?
Attend 2 Opp – 1 Train/Conv/mo?
Audios/Videos/Books continuously?
Attend or conduct coring: 1/month? Group?
Goal Statement: read daily?
Maintain 10 Preferred Customers (goal: 400BV/mo)
Check iBV? – Do iBV shopping?
3-Foot rule: business cards/flyer...: 2 daily?
Add 1-2 possibilities per day?
Contact possibilities: -- minimum 1/day-30/month?
Cultivate prospects: 10/month?
Plan shown to 4/month?
Sponsor new distributor: 1/month?
Use Distributor Tracking Sheet to manage group?
Training call weekly?
Can you conduct interviews/show the plan?
Became UFO?
President's Challenge, UFO, Achievement Pin Status



Draw out your organizational chart on the back

ONGOING MONTHLY ACTION PLAN

Implement after completing 90-Day Action Plan

I have my web portal set up

I can conduct an overview & show the plan

I have become a UFO

Month/Year: _____

M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	DAILY ACTIVITIES Week 1 & 2
														Read your <i>Goal Statement</i> . And Check your Voice Mail.
														Retailing Tasks 1. Service your 10 <i>Customers (check Ecommerce)</i> (Goal 400BV/mo.)
														3-Foot Rule: Approach at least 2 strangers daily: pass out your business cards
														Add 1 to 2 names to your <i>Possibilities List</i> .
														Approach 1 person usually from your <i>Possibilities List</i> . (30 per month)
														Review your monthly prospect activity list. (People in the Funnel) (Calls, Showing the Plan & Follow-Ups)
														Review <i>Distributor Tracking Sheet</i> and make needed calls to your group.
														Lay out the next days activities.
														15min./day Audio/Video/Books for developing attitude
M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	DAILY ACTIVITIES Week 3 & 4
														Read your <i>Goal Statement</i> . And Check your Voice Mail.
														Retailing Tasks 1. Service your 10 <i>Customers (check Ecommerce)</i> (Goal 400BV/mo.)
														3-Foot Rule: Approach at least 2 strangers daily: pass out your business cards
														Add 1 to 2 names to your <i>Possibilities List</i> .
														Approach 1 person usually from your <i>Possibilities List</i> . (30 per month)
														Review your monthly prospect activity list. (People in the Funnel) (Calls, Showing the Plan & Follow-Ups)
														Review <i>Distributor Tracking Sheet</i> and make needed calls to your group.
														Lay out the next days activities.
														15min./day Audio/Video/Books for developing attitude

	WK 1	WK 2	WK 3	WK 4	WK 5	WEEKLY ACTIVITIES
SUN						Lay out your entire Weekly Plan (Refer to your Monthly Prospect Activity List)
SUN						Participate in 1 nightly 1 hr training call if applicable
MON						Work on President's Challenge, Local Challenge, UFO Status, and Achievement Pin
TUE						Review Administrative Planner for upcoming requirements.
						Participate in 1 coring session (1 on 1 or group)
FRI						Review each leg for activity (Motives / WebSites / upcoming Events tickets...)

	MONTHLY
	Attend at least 1 training or Saturday Seminar or Convention per month.
	Go IBV Shopping
	Check inventory for products & supplies
	Attend at least 2 home or hotel business presentations per month

CORING AGENDA

When - Weekly call from (Time: _____) - Day _____ (Phone # _____)

Group Coring – approx 2 hrs. When _____ Time _____ Location _____ (Suggested Weekly min 1/month)

#1 – Who’s new to the group? Good news to share

#2 – Reinforce all key areas of 1st 90 days - “Q” dates / 4 Form 1000 Qtrs. in Planner / Transfer Buy /Trainings, etc.

#3 – Upcoming Events (meetings/trainings, next Local – next National Event Convention/Leadership School)

#4 – New Information – i.e. bus trip to Convention, Nutri Physical Custom Isotonix, ATG recruiting call.

The above 4 areas should be covered within the first 30 minutes of any coring.

#5 – The remaining time should be spent on coaching and role-playing in one specific area of the Basic 5 covered in detail. Rotate each area as you hold your weekly or monthly corings.

1. The Sign-Up Process / Follow-Up Process
2. Attitude and Knowledge & drafting a Goal Statement
3. Retailing – Achieving Base “10” – Merchandising techniques
4. Recruiting – Name List / Answer to “What Is It”
5. Recruiting – Approaches - direct/referral / Answering Objections -
6. 1st Look Methods - audio/video – business overview – role play on following the script (3 way call, National recruiting call, business lunch
7. Showing the Plan
8. Booking the Follow-Up & taking the prospect through their decision
9. Training the new distributor, getting them started, duplication, accountability
10. Time management (organizing your life that all your tasks including building the business can be achieved)

NEW DISTRIBUTOR TRAINING OUTLINE

I. Administrative Key points - review the following administrative key points and check off each one when you fully understand how to apply this to the Market America business. Don't get overwhelmed by trying to grasp all the information listed below. Learn a little at a time and check off each area over the course of several weeks.

- a. **Apply - Application** - Sales Rep/Distributor (understand Sponsor & Placement)
- b. **Create BV** - Approximately 75% to 85% of distributor cost
- c. **Qualify** - Single Entry 200 BV - Supervisory Entry 300 BV to 600 BV (no BV accumulates until a center is qualified with 200 BV – discuss sales tax)
- d. **Activate** - Personally sponsor 1 qualified dist on the left and 1 qualified dist on the right
 - If you earn your first check before you are activated you will not receive the check
 - They must maintain minimum activity requirements (see below) to stay qualified, or they will not be considered an active distributor and will not count towards your sponsoring requirements. Therefore, do not give sponsorship away
 - 2nd household members cannot be counted towards anyone's personal sponsorship
- e. **“Q” Date (Qualification Date)** - this date is the Friday of the week you qualified your 001 center (200 BV)
- f. **Monthly Accrual Option** -
 - Once qualified you accrue volume for approximately the first 3 months without any additional order requirements
 - To continue to accrue volume towards your first check you must order a minimum of 50 BV per month in your 001
 - This increases to 100 BV per month once you receive your first \$300 check (Coordinator)
 - This increases to 150 BV per month once you complete the pay cycle \$1500 earned (Executive Coordinator)
 - These requirements relate only to your 001 center / no order requirements for 002/003 or reentries
 - If you fail to meet your BV requirements on any month your accruing volume (left & right) will **flush** to “0”
 - NOTE: If you earn a check within the first 90 days your 100 BV requirement must now be met
 - Active BV accrues for 365 days then comes out as it comes in on a weekly basis
 - Any additional personal volume can be placed downline in your personal BDC's or a personally sponsored persons original BDC's (not their reentries) this allows everyone to get credit for their volume. They **must be on Transfer Buying** to place BV in their centers and should be managing their FORM 1000 requirements.
- g. **Minimum Requirements to stay Active** - To remain active a distributor must:
 - Submit a minimum 150 BV order each quarter.
 - Submit Form 1000 (proof of retail) each quarter.
 - Submit Distributor Renewal Form each December.
 - Failure to stay active will result in a **purge** (all volume in all your BDC's will be removed)
 - This can also affect upline's loss of volume if the upline has not completed their 5000 & 5000 pay cycle.
 - Once a distributor **purges** they will have to requalify their centers again to begin accruing volume.
 - Once a distributor **purges** they have 270 days to place an order or they will lose their position

h. Transfer Buying - Eliminate all concerns about getting your volume in on time by placing this standing monthly order.

- Make sure draft is setup properly 2 weeks prior to “Q” date
- Use the transfer buying rider (bump-up to cover 100 & 150 BV increase when needed)

i. Form 1000 (proof of retail sales) Very **Important**

- Submit your Form 1000 along with the minimum of 2 sales receipts that total \$200 or more (not including shpg/tax) for your 001 center within your first 3-month period then every quarter thereafter.
- Failure to do so will create a **purge** of volume.
- Work with your sponsor to fully understand how to submit your Form 1000 and retail receipts online or manually. Because the qtr starts on Saturday and ends on a Friday the actual qtr beginning & ending dates may vary slightly every qtr. But these dates will automatically be calculated for you on “Unfranchise.com”.
- At this point it is important to mark in your estimated 4 quarterly due dates (every 3 months starting from your “Q” date for the complete year).
1st Qtr end _____ 2nd Qtr end _____ 3rd Qtr end _____ 4th Qtr end _____

Mark in when to complete your Form 1000 Online or Mail In at least 30 days in advance of due date (1 month before the above ending dates).

1st Qtr submit _____ 2nd Qtr submit _____ 3rd Qtr submit _____ 4th Qtr submit _____

Mark these 8 dates in your daytime/calendar NOW!! VERIFY FORM WAS RECEIVED!!

- To earn off all your other BDC’s a one time Form 1000 with receipts must be submitted.

j. Form 925 & Form 1001 (Training & Management Agreements)

- Submit these 2 forms usually at the time of sign-up (required after you earned your 1st check)
- Failure to send these forms in will result in your 2nd check held for 30 days then forfeited.

k. Mandatory Trainings

- Basic 5 (Overview of the business - must complete before ECCT training)
- New Distributor Training (Administrative Key Points & Sign Up Process - must complete before ECCT training)
- ECCT (More detailed training attend only after you understand all the administrative key points listed above, required to attend after you complete the pay cycle \$1500 earned - cost \$50)

i. Required Tools to Manage Your Business

- Voicelink (not ATG voicemail)** Required tool to check your own left/right volumes. Required tool to purchase after earning 1st \$300 check & before 2nd check is earned or check is held 30 days or forfeited. Cost is \$50.
- Pro-Pack** - A service package to allow you computer management of your entire group (credit card ordering & many other features). Cost \$299 year 1 (deduct Voicelink \$50) every year thereafter \$499/year (qtrly pymt options). Mandatory to purchase once completing the first pay cycle earned.

m. Distributor Renewal - Each December an annual renewal form & subscription fee is required.

- Annual renewal is waived for the 1st year if your Entry Date (not “Q” date) falls on August 1st or after.
- You have 2 grace months to renew after December 31st, but if you have not renewed by March 1st your volume will purge - you will have to submit a new application, requalify your centers and be given a new “Q” date.

Reference Administrative Planner to Recap All Of The Above Requirements

PAY PLAN

4 Step Payout – Bonus – Re-entry – IBV Plan

Other Key Terms and Definitions

- ❑ **UnFranchise® Owner (UFO)** – A qualified and active Distributor who has made the commitment to the UnFranchise® Business Development System by implementing the established tasks, activities, and practices as set forth and defined in the UFO Program.
- ❑ **www.marketamerica.com** - Market America’s official corporate Web site. This web site functions as the conduit to Distributor Custom Web Portals which are E-commerce enabled. One of the features is the Distributor Locator System, which individuals are able to locate a Distributor in their local area.
- ❑ **www.unfranchise.com** - A Web site exclusive for Market America Distributors which requires a Rep ID # and password to enter. This site provides a complete package of Internet related services and management systems designed to assist Distributors build a successful UnFranchise® business.
- ❑ **National Meeting, Training, and Seminar System (NMTSS)** - A cohesive system of meetings, trainings, seminars, and events that provide new and established distributors with individual learning opportunities that contribute to thorough, systemized, standardized, and effective training.
- ❑ **Web Portal** – A Web site designed to provide a Distributor with all the features necessary to attract and maintain new and existing customers. By utilizing E-Commerce, through a shopping cart, Distributors are able to sell products and services through their Web Portal.
- ❑ **GoNowMail.com** – A FREE email service provided by a Distributor.
- ❑ **MARVIN** – (Market America Responsive Voice Information Network) is designed to answer your basic inquiries pertaining to your Distributorship. Everything from your q-date, annual renewal date, to the date that we received your Form 1000 can be answered by utilizing this voice response system. Simply call 336-605-5556 and experience the ease and convenience of MARVIN.
- ❑ **ATG Technologies** – Market America’s Voicemail system provider (PatLive Messaging System). Enroll by calling 800-775-779 or by logging on to UnFranchise.com
- ❑ **Preferred Customer** – Any customer registered in the Preferred customer Program online management system through UnFranchise.com is considered a Preferred Customer. Preferred Customers are people who purchase Market America products, goods, and services on a regular basis. They include: you, your customers, and your Distributor organization.
- ❑ **One-to-One Marketing** – One-to-One Marketing centers around three core principles: 1. Selling more products to fewer people is more profitable and efficient than the conventional method of selling one product to more people. 2. Concentrating on building unique relationships with customers on a one on one basis. 3. Establishing and maintaining dialogue and obtaining feedback with your customers. The objective is to survey, collect, warehouse, mine, and analyze information to identify products your customers would purchase, if you made them available and bring these products to your customers, instead of your customer to the product.
- ❑ **Mass Customization** - Implementation of One-to-One Marketing by Market America’s entire sales and distribution organization positions Market America at the forefront of mass customization. It allows Market America to mine data on an individual-by-individual basis and make the mass production of individually customized products, goods, and services a viable economic result.
- ❑ **America’s Auctions** – A Market America internet service that allows Distributors, their Preferred customers, or anyone worldwide the ability to bid and sell items in an interactive market place (www.americasauctions.com).

PROCESS TO REGISTER PREFERRED CUSTOMER & COMPLETE YOUR FORM 1000 ONLINE

1. Login on to Unfranchise.com
2. Click on “Preferred Customers”
3. Click on “Enter New Customer”
4. Enter your ID# & complete information for your new Preferred Customer (name, address, city, state, zip & telephone number). You do not have to enter the rest of the information unless you know it.
5. Go down to the bottom of the page & click on the “Submit” button.
6. A confirmation page will appear with the new Preferred Customer’s ID# which you can print for your records if you choose. Click on the “continue” button. This will bring back the page if you want to enter another “Preferred Customer”.
7. Click on the “Customers” button & then proceed to click on the “ID#” for your new Preferred Customer.
8. This will now bring you to your PC’s page – click on the “Orders” button & you now can enter an order from your inventory.
9. Enter the items by Code # or you can find the product by the store – after you have entered the products & quantities etc. you can then “Submit Order” & then “Print Invoice”.
10. You can now go to the top of the page & click on the “back to PC Detail” button.
11. Go to the left side of the page & click on the “Online Forms” button & then the “Electronic” button. Click on the “Form 1000” button. This will now allow you to view all the orders you have waiting to be assigned. Click on the “View Orders” button.
12. DO NOT SUBMIT these orders until you have confirmed that the total is \$200 in sales – then you can enter the correct “BDC” which is your “001” & then click on the “check boxes” under the “Assign” column. Now you will be ready to hit the “Submit” button.
13. The Form 1000 will now appear for you to read & click on the “I accept” button & now you are ready to hit the “Submit” button.
14. You have now submitted your “Form 1000” online in the correct timeframe.