

# Franchise Setup Checklist

Date: [Insert Date]

Recipient Name: [Insert Name]

Company Name: [Insert Company Name]

Address: [Insert Address]

**Dear [Recipient Name],**

We are excited to assist you in setting up your franchise. Below is a checklist to guide you through the process:

## Franchise Setup Checklist

- Research Franchise Opportunities
- Evaluate Franchise Disclosure Document (FDD)
- Secure Financing
- Choose a Location
- Sign Franchise Agreement
- Complete Required Training
- Order Equipment and Supplies
- Market Your Franchise Location
- Grand Opening Planning
- Evaluate Performance Metrics

Feel free to reach out if you have any questions or need further assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]