

Franchise Audit Readiness Checklist

Date: [Insert Date]

To: [Franchisee Name]

From: [Franchisor Name]

Subject: Franchise Audit Readiness Checklist

Dear [Franchisee Name],

As part of our ongoing commitment to excellence and compliance, we have prepared the following checklist to ensure that you are adequately prepared for the upcoming franchise audit. Please review the items listed below and confirm that you have completed each one.

Franchise Audit Readiness Checklist

- Verify all financial records for the past year are complete and organized.
- Ensure all employee files are updated and compliant with company policies.
- Review inventory levels and confirm accuracy with inventory records.
- Conduct a self-assessment of advertising and marketing compliance.
- Check all operational procedures are being followed as per the franchise manual.
- Prepare reports on customer feedback and resolutions.
- Arrange for any necessary staff training or refreshers before the audit.

Please complete the above items by [Insert Deadline Date] and return this checklist to us by then. If you have any questions or need additional guidance, feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Franchisor Name]

[Contact Information]