



FRANCHISE CHECKLIST (FRANCHISEE COPY)

INITIAL MEET

- Copy of Franchise Kit
- Submission of franchise application form
- Set-up initial meeting / Franchise presentation

SITE SELECTION PROCESS

- Letter of intent to the lessor
- Counter offer to the lessor
- Awarding of preferred space
- Discussion and review of RBG Franchise talking-points.
- Review of franchise agreement (DRAFT)

AWARDING OF RBG FRANCHISE

- Awarding of franchise
- 1st payment for the Franchise Fee
- Securing copy of the floor plan from lessor
- Floor plan / perspective from RBG design team for approval
- Approval of design from lessor





PRE-OPENING & CONSTRUCTION STAGE

- Submission of plans/perspective to lessor to proceed construction.
- Hiring of official contractor
- Official quotation, contract details & permits care of the contractor
- Schedule Final ocular/check of RBG team of the store.
- Turnover of contractor to franchisee
- Hiring of staff
- Training of OIC & KO to RBG-HQ
- Homebase training of the franchisee.
- Installation of big equipment's / appliance
 - Air-con (s)
 - exhaust system
- Permits and licenses
 - COR – BIR
 - DTI or SEC
 - Business Permit
 - Bureau of Fire Protection
 - City Health Office
- Signing of Franchise Agreement
- Completion of marketing collaterals (sinages, wall murals, posters, directional signs, tarps around the area)
- Selection of POS or CRM supplier
- Possible hiring of external bookkeeper.
- List of local suppliers for direct marketing





GRAND OPENING

- Ticket of RBG Opening Team
- Accommodation of RBG-Opening team
- Arrival of RBG-Opening team
- Arrival of deliveries from RBG – Commissary (check list)
- Discussion of Grand Opening Procedures
- Schedule of store DRY-RUN
- Set schedule for Grand Opening
- 2nd payment of the franchise fee
- Discussion of Training schedule of opening team
- Approval on KKAT PROGRAM (Kitchen officer knowledge and ability) test.
- Start of store turn-over
- Assessment on all store staff
- Discussion of 5S Assurance Management to franchisee
- Last & final payment of the franchise fee
- Review on the home-based training for franchisee (concepts, forms, policy)





List of items to be provided by franchisee.

- Air-condition
- Exhaust system (ducting & machine)
- Freezer (s)
- Chiller
- Television (s) 40" - above
- Sinages
- Wall murals
- In-Store marketing collaterals
- Point-of-sale (POS) or Cash register machine (CRM)
- Tables
- Chairs
- Couches set (frame & upholstery)
- *Gas line
- *Water line
- *Electrical supply
- Kitchen shelves
- Kitchen stainless (refer to kitchen perspective)
- Water Sprinkler
- Smoke detector
- CCTV
- Internet
- Telephone Line
- Delivery service

