

LEGACY BUILDERS BINDER INSTRUCTIONS

- Buy 1" binder
- Buy tabs for binder...will need 9 tabs

Legacy Builder Binder Cover (*TYPE DISTRIBUTORS NAME ON COVER*) (*be sure to put the name of the new Unfranchise Owner on the cover sheet before you print -found on malegacybuilders.com*)

To Create Binder...

*start by labeling the tabs as follows....

- Resource List
- Scripts
- Weekly Check List
- Upcoming Events
- Local/Pres. Challenges
- 1st Appt. Interview
- Next Step 2nd Appt.
- Pre-Reg. Process
- Registration Process

Lastly...

- print out BINDER FORMS and place in binder under appropriate tabs.

***Include the cd by Jim Rohn**
“Building Your Network Marketing Business”
Purchase at www.JimRohn.com

Building Your Legacy Starts by Building Your Resource List

Who do you know?

Putting together your resource (possibilities) list is the first, but most important step. These names that you list below should be:

- people that you know to some degree
- they have a need for a change
- their timing is right or they're searching for an income opportunity
- they know a lot of people
- they are leaders in their sphere of influence
- they have talents that are conducive to business

Don't be afraid to include your 'CHICKEN LIST'. This list would be people that you may be apprehensive about talking to about the business for whatever reason. Remember successful people are successful for a reason, they are open-minded. They are typically looking for additional streams of income.

Your immediate plan of action is to prepare a resource list of a MINIMUM of 120 candidates or more for your business. Review with Senior Business Partner 'Top 10' contacts.

Make it your goal to complete this list immediately. After your list is completed, follow up with your Senior Business Partner and give him/her a copy of this list. They will review this list with you and also keep a copy for his/her records.

At this point, it's time to start contacting your candidates! Remember...you are a professional 'sorter' in this business, not a 'convincer'... sorting through your candidates to find those whose timing is right. Use scripts recommended by your Senior Business Partner.

Success results when preparedness (your prospect) and opportunity (what you can offer) meet. Select those who are prepared – those who have a POSITIVE ATTITUDE (a must), who are respected and ambitious, and who are on your level or above.

Most often, the more successful a person is already, the quicker they are to see the tremendous opportunity that Market America has to offer. Remember, you are doing them a favor – they are not doing you a favor. You are offering them the opportunity for financial freedom and the realization of their dreams.

Be sure not to prejudge people. When you think, "Oh, they wouldn't be interested," you have just made a decision for that person. A decision that deprives them of one of the greatest opportunities this country has to offer. Give them the freedom to decide. Then, they can never say that you didn't give them a chance. Many will thank you for the rest of their lives. Prejudging can cost you more than you can imagine – in time, effort, and MONEY!

Note: If the new distributorship is a couple, the husband and the wife should each make a list.

MEMORY JOGGERS - CONSIDER THE FOLLOWING

| | | |
|-------------------------|--|--|
| Friends | Neighbors | Relatives |
| Church members | Fellow employees | Past associates |
| Christmas card list | Wedding invitation list | Those you went to school with |
| Anyone you admire | Lives next door/across the street | Is my barber/hair stylist |
| Relatives: | Teaches our children at school | Was our best man/ushers |
| - Parents | Was our maid of honor/bridesmaids | Was the wedding photographer |
| -Grandparents | Is the purchasing agent at work | Is the band director at school |
| -Sister(s) | Goes hunting/fishing with me | Was my Army/Navy/Marine buddy |
| -Brother(s) | Architect who developed our house plans | Goes bowling with us |
| -Aunts | Is the president of the PTA | Was my wife's fraternity brothers/sisters |
| -Uncles | People we met camping | Credit manager of the store where we shop |
| -Cousins | Milkman | Mailman |
| Paperboy (parents) | Dentist | Minister |
| Physicians | Florist | Lawyer |
| Insurance agent | Is my wife's boss – or former boss | Are the people we work with |
| Accountant | Was old high school teacher/principal | Congressman |
| Pharmacist | Repaired our TV | Upholstered our couch |
| Veterinarian | Are the people we knew on our old jobs | Went with us to the races |
| Optometrist | Is in our car pool | Installed our telephone |
| WHO SOLD US OUR: | Has a Laundromat | Teaches ceramics/crafts |
| -House | Owns a taxi service | Cuts our grass (parents) |
| -Car/tires | Painted our house | Owns a pet shop |
| -Piano/Organ | Installed our refrigerator | Owns our apartment |
| -Fishing tackle | Renewed my driver's license | Is in Rotary, Lions, Kiwanis, etc. |
| -TV/Stereo | Is on the board of directors with me | Is Jaycee president |
| -Suit/Ties/Shoes | Plays bridge/poker with me | Is in my wife's garden club |
| -Business cards | Is in our book club | |
| -Wedding rings | Is my child's kindergarten, daycare, nursery teacher | Are the parents of my children's friends |
| -Glasses/Contact lenses | Gave me a speeding / parking ticket | Is a deacon in our church |
| -Vacuum cleaner | Owns a slipcover, fabric or drapery business | Manages a ladies/men's salon – exercise facility |
| -Boat | Does our income taxes | Hung our wallpaper |
| -Camper | Cleans our clothes | Taught our children driver's ed. |
| -Honda/Bicycle | Surfboard | Kitchen appliances |
| -Living room furniture | Riding lawnmower | Luggage |
| -Adding Machine | Avon | Mary Kaye products |
| -Tupperware | Installed our installation | Gave our children swimming lessons this summer |
| -Carpet | Teaches karate | Bench machinist |
| Waitress/Waiter | Furniture dealer | Notary public |

| | | |
|--|---------------------------|---------------------------|
| WHO: | | |
| - Works with the rescue squad | Land clearer | Horse trader |
| -Owns a nursery | Statistician | Cement finisher |
| -Sold my wife her wig | Antique dealer | Brewery salesman |
| -Delivers Parcel Post Packages (UPS) | Engineer | Contractor |
| -Works with exterminating/pest control | Chiropractor | Owns a bakery |
| -Store's my wife's winter coat | Lithographer | Fisherman |
| -Sells ice cream in the neighborhood | Office Manager | Plant manager |
| - Owns or manages the jewelry store downtown | Telephone linesman | Mechanic |
| - Sells aluminum awnings | Pediatrician | Electrician |
| -Works for a travel agency | Podiatrist | Auctioneer |
| Ophthalmologist | Nurse | Dietician |
| Golf pro | Student | Anesthetist |
| Plumber | Fashion model | Surgeon |
| Architect/Remodeling | Security guard | Librarian |
| Dental hygienist | Sheriff | Mortician |
| Shoe repairman | Fire chief | Missionary |
| Physical therapist | Secretary | Real estate agent |
| Motel owner/Manager | Welder | Railroad ticket agent |
| Highway patrolman | Crane operator | Newspaper pressman |
| Judge | Candy salesman | Bulldozer operator |
| Photographer/Model | Police detective | Mobile home salesman |
| Motorcycle owner | Music teacher | Soft drink distributor |
| Pizza delivery person | Art instructor | Air traffic controller |
| Forester | Lifeguard | Owns a car wash |
| Seamstress | Swimming teacher | Sells storm doors/windows |
| Carpenter | Interior decorator | Computer programmer |
| Pilot/Flight attendant | Typewriter salesman | Sells auto stereos |
| Bus driver | Grocery store owner | Is a ski instructor |
| Bank cashier/teller | Insurance adjustor | Delivers bottled water |
| Cloth cutter | Warehouse manager | Owns a catering service |
| Garage mechanic | Moving van operator | Owns a towing service |
| Editor | Rent-A-Car representative | Veterinarian |
| Lab Technician | Professional ball player | Owns a video store |
| Restaurant owner | TV announcer/producer | Owns a cleaning company |
| PBX operator | Tool & die maker | Owns a limousine Company |
| Social worker | Cookware salesman | Boat salesman |
| Race car driver | Encyclopedia salesman | Coin dealer |
| Paper mill worker | Dance instructor | Employment services |
| Brick mason | Sawmill operator | Sells firewood |
| Drafting manager | Industrial engineer | Cleans gutters |
| Printer | Research technician | Sells hot tubs/Jacuzzi's |

- ❖ When you read (hear) each word, write the first name that comes to mind.
- ❖ Please do not stop to prejudge the person or consider if they would be interested.

| | | |
|-----------------------|--------------------------|--------------------------|
| Alicia | Eric | Naomi |
| Alice | Frank | Natalie |
| Andy/Andrew | Floyd | Owen |
| Ann | Gail | Olive |
| Amy | Greg | Pam |
| Alex | Has lots of kids | Paul |
| Art | Has no kids | Peter |
| Betsy | Lives in an apartment | Who prepared your taxes |
| Brenda | Beautiful voice | Who sells you gas |
| Brian | Loves chocolate | Who owns a kid's nursery |
| Barbara | Boat nut | Your exterminator |
| Keith | Loves jewelry | Your travel agent |
| Blonde hair | Always late | Ron/Ronnie |
| Messy hair | Handicapped | Quinn |
| Meticulous hair | Insurance agent | Scott |
| Calvin | Dentist | Sara |
| Cecil | Doctor | Stacy |
| Chris | Veterinarian | Tony |
| Craig | Gynecologist | Valerie/Val |
| Cindy | Heidi | Wade |
| Cornelius | Harry | Wendy |
| Catherine/Cathy | Hazel | Wanda |
| Beard | Irene | Restaurant owner |
| Mustache | Jack | Has a pool |
| Braces on teeth | Jamie | Wears glasses |
| Beautiful teeth/smile | Jody | Dresses sharp |
| Drives a neat car | Who sold you your house | Musician |
| Drives a van | Who sold you Tupperware | Big coffee drinker |
| Drive a Volkswagen | Who repaired your vacuum | Plays guitar |
| Car nut | Lives next door | Postman |
| Animal lover | Your hairdresser | Milkman |
| Dan/Danny | Your barber | UPS man |
| Donna | Karl | Enthusiastic person |
| Doreen | Kay | Electrician |
| Debra/Debbie | Kyle | Plumber |
| Don/Donnie | Lana | Carpenter |
| Dave/David | Larry | Avon lady |
| Beautiful lawn | Lynn | Dry cleaner |
| Filthy home | Banker | Has an accent |
| Jewish | Farmer | Pregnant |
| Ed/Eddie | Marty/Martha | On your softball team |
| Ethel | Michelle/Mickey | In your bowling league |
| Evelyn | Mike/Michael | |

NOTE: The more credible a person is, the faster their potential to grow! Partner with the sharpest, most successful people you know or meet!

BASIC SCRIPTS TO SET APPOINTMENTS

Warm Market Script

Hi _____. This is _____. The Reason I am calling is I need your help. Can you help me out? (Yes)

Great! I want you to evaluate a business we are expanding in the community. I realize this may or may not be for you, however I guarantee you will know the right professionals that will fit what we are looking for.

Are you least busy in the beginning or the end of the week?

How about _____? (set time and place)

I am looking forward to meeting with you and I know you are great at keeping your appointments, so I will see you there!

(If you get)

*"What's it all about?".....*It's the Unfranchise, have you ever heard of it?

Great, that's exactly why I want to get together with you, 30 minutes or so.

How does your schedule look later this week?

"Tell me more"..... Actually it's 90% visual, and I'll be going over that when we meet, so is Thursday or Friday better for you?

"I really don't have time to put one more thing on my plate".....

I can understand that, but really all I want is about 30 minutes of your time, this may or may not be for you, but at the very least I'm sure you could point me in the right direction, and if so it could be mutually profitable.

So which works better for you, _____ or _____?

Multi-Purpose Script 1

Hello _____. This is _____.

Did I catch you at a good time? Great!

(If No: How about I give you a call back in 30 minutes or so?)

Hey, when we talked the other day, I noticed (compliment) and/or you mentioned (complaint)

this might be a shot in the dark, but are you the type of person to keep your business options open?

Great! I'd like to get together with you over a cup of coffee, to run a business idea by you, 30 minutes or so.

Let me ask you a question, what does your schedule look like later this week (or) earlier next week?

(Have your schedule in front of you, book appt/where/when)

Now _____, you're good at keeping your appointments right? Great!

I'll see you at (ex/at Starbucks on Thursday at 5:00PM)

(If you get)

"What's it all about?".....It's the Unfranchise, have you ever heard of it?

Great, that's exactly why I want to get together with you.

So how does your schedule look later this week?

"Tell me more".....Actually it's 90% visual, and I'll be going over that when we meet, so is Thursday or Friday better for you?

"I really don't have time to put one more thing on my plate".....

I can understand that, but really all I want is about 30 minutes of your time, this may or may not be for you, but at the very least I'm sure you could point me in the right direction, and if so it could be mutually profitable.

So which works better for you, days or evenings?

Multi-Purpose Script 2

Hello _____, this is _____.
Did I catch you at an okay time? Great!

I just partnered with someone that is expanding an Unfranchise here in the area and I am looking for a couple of key people to help me manage the growth.

I know you do not have a lot of time, but I also know you are well connected. You may or may not be looking for a way to supplement your income, but if nothing else, I'll bet that you could point me in the direction of someone that is.

Hey, let's grab a cup of coffee, I have some charts and diagrams I would like to show you. What does your schedule look like later this week?

(If you get)

"What kind of business?" or "What is it?"

It's the Unfranchise, have you ever heard of it?

(No) I am not surprised.... It is brand new in the area. What they have done has never been done in the history of marketing. I think you will find it quite amazing. That's why I am really excited to get together later this week... what does your schedule look like?

"Tell me more".... Actually it's 90% visual, and I'll be going over that when we meet, so is Thursday or Friday better for you?

"I really don't have time to put one more thing on my plate".....

I can understand that, but really all I want is about 30 minutes of your time, this may or may not be for you, but at the very least I'm sure you could point me in the right direction, and if so it could be mutually profitable.

So which works better for you, days or evenings?

Home Business Presentation (HBP) Script

Hello _____. This is _____.

Did I catch you at a good time? Great!

(If No: How about I give you a call back in 30 minutes or so?)

Hey, I was wondering if you could help me out with something?

_____ and I recently ran across an incredible business,

being as busy as we are, this just looked too good to pass up.

We are really excited about its potential and want to run the concept past a few people that we trust and respect.

It may or may not be for you, but at the very least I'm sure you could point me in the right direction, and if so it could be mutually profitable.

We are gathering a few people together for a brief overview here at our place on _____ and _____, at _____ (time) which would work better for you?

(If you get)

"What's it all about?".....It's the Unfranchise, have you ever heard of it?

Great, that's exactly what we will be going over, it'll just be a brief overview.

So how does your schedule look later this week?

"Tell me more".....Actually it's 90% visual, not something that I could explain at this point anyway, I'll be introducing you to the people that are very successful with the company, and they'll be going over the information. So is Thursday or Friday better for you?

"I really don't have time to put one more thing on my plate".....

I can understand that, but really all I want is for you is to evaluate it, like I said, this may or may not be for you, but at the very least with your connections, I'm sure you would know the right professionals, and if so it could be mutually beneficial.

So which date works better for you?!

Economy Script

Hello _____ , this is _____ how are you doing?

The reason I am calling is that I wanted to share with you some things I have learned. I don't know how the current economy is treating you, but for me . . . (*explain why you decided to take action to create your own Financial Freedom plan – your 2 minute commercial*). Tell me, in the current economy are you more interested in making more money, or saving more money?

Whatever the answer: “Yes, I know what you mean – that was also very important to me. What kind of things have you done, or looked at to address that?”

(Listen!)

“Well, a friend of mine shared with me some basic concepts of things that work – as well as things that don't work – for getting control of my plans to create my own economy, and I thought of you . . . (*explain why you thought of them*), and that what I've learned might be of value to you. What I'd like to do is:

Option 1: get together for 30-40 minutes, grab a coffee, (stop by your house, etc.) and share with you what I've learned.

Option 2: set up a time that we can talk (on the phone) for 30-40 minutes and share with you what I've learned.

Would that be of interest to you?”

Yes.

“Great. You know, based on . . . (*what they told you earlier*), I'd like to see if my friend that I was telling you about would be able to join us, as he/she might be able to give you some more specific information, and I think he's/she's someone you would enjoy getting to know (*give your senior partner's background*).

Set the time (and location). Use a tie down.

Conversation Starter

1

If you could change one thing about your job, what would it be?

Looking back, are you better off this year than last year

How is the economy affecting your career/ family/ business?

Have you ever seen these numbers before?

What kind of money would make a difference in your life?

2

I use to feel...I felt like...then I found...

3

IT'S AN UNFRANCHISE. HAVE YOU EVER HEARD OF IT?

It allows me to work part-time but earn a significant full-time income by using the power of the internet. (or insert your own). What's your schedule look like?

4

Is there any reason you wouldn't want some more info about that? or Does that sound like something you would like to learn more about?

5

Great. What I want is ____ minutes of your time to share some information. What is your schedule today?

Name _____

PatLive _____

Week beginning ____ - ____ - ____

Week ending ____ - ____ - ____

Total Points for the Week _____

Basic Five Weekly Check List

Each of the 8 categories is worth a max of 5 points per week. A perfect score is 40 points for the week.

1. Listen to one audio per day:

Mon ____ Tue ____ Wed ____ Thur ____ Fri ____ Sat ____ Sun ____

2. Read 15-20 minutes per day:

Mon ____ Tue ____ Wed ____ Thur ____ Fri ____ Sat ____ Sun ____

3. Read goal statement 2x's per day:

Mon ____ Tue ____ Wed ____ Thur ____ Fri ____ Sat ____ Sun ____

4. Sell 1 product per week to a new customer:

Name _____ Date ____ - ____ - ____ Product(s) _____

5. Show the plan to one personal prospect per week:

Name _____ Next Step _____

6. Follow up 1 time per week:

Name _____ Next Step _____

7. Attend 1-2 meetings per week:

Date ____ - ____ - ____ Location _____ Meeting Type _____

Date ____ - ____ - ____ Location _____ Meeting Type _____

8. Positive out loud verbal projections 50-100x's per day:

Mon ____ Tue ____ Wed ____ Thur ____ Fri ____ Sat ____ Sun ____

Business "high":

Business "low"

Goal for next week:

Name _____

PatLive _____

Week beginning ____ - ____ - ____

Week ending ____ - ____ - ____

Total Points for the Week _____

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Mon ____ Tue ____ Wed ____ Thur ____ Fri ____ Sat ____ Sun ____

Business "high":

Business "low"

Goal for next week:

Name _____

PatLive _____

Week beginning ____ - ____ - ____

Week ending ____ - ____ - ____

Total Points for the Week _____

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Each of the 8 categories is worth a max of 5 points per week. A perfect score is 40 points for the week.

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Date ____ - ____ - ____ Location _____ Meeting Type _____

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8. Positive out loud verbal projections 50-100x's per day:

Mon ____ Tue ____ Wed ____ Thur ____ Fri ____ Sat ____ Sun ____

Business "high":

Business "low"

Goal for next week:

Name _____

PatLive _____

Week beginning ____ - ____ - ____

Week ending ____ - ____ - ____

Total Points for the Week _____

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Each of the 8 categories is worth a max of 5 points per week. A perfect score is 40 points for the week.

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Name _____ Next Step _____

7. Attend 1-2 meetings per week:

Date ____ - ____ - ____ Location _____ Meeting Type _____

Date ____ - ____ - ____ Location _____ Meeting Type _____

8. Positive out loud verbal projections 50-100x's per day:

Mon ____ Tue ____ Wed ____ Thur ____ Fri ____ Sat ____ Sun ____

Business "high":

Business "low"

Goal for next week:

First Interview

Set Intention: I love helping others. I will learn about them. Help them see that we can help them get what they want in Life. I will provide them with Basic Information that they can relate to. Build a Relationship around Trust. I will sell them a product, ticket and book a follow up appointment to get them more info on what they are interested in.

I. First step is all about getting to know them. (5-10 min)

A. *Coaching Tip: Acknowledge them for showing up and helping you out. Lots of “Thank you” throughout the meeting. (Anytime you ask them a question and they answer) People love to be acknowledged and know that someone is listening. It means you care and are professional. The reality is that it is not happening at their job or anywhere else in their life.*

B. *Ask them questions to find out more about their current situation. Use F.O.R.M. (If you do not know this person, usually start with Occupation or what is comfortable)*

F: Family “Are you originally from the area? Do you have kids?”
(Discover where they have contacts)

O: Occupation “What do you do? What do you like about your job?”
“Is this what you have always wanted to do?”

R: Recreation “What do you do for fun? What would you like to be able to do for fun?”

M: Money “What ways/vehicles have you been using to make or save money in this current economy?”

F.O.R.M. (If you know this person)

F: Family “How’s the spouse/family?”

O: Occupation “How’s it going with the business/job?”

R: Recreation ie. “How is the golf game going? Where are your trips planned for this year?”

M: Money “What ways/vehicles have you been using to make or save money in this current economy?”

C. Share your Story “2 Min. Commercial” With Heart and Passion. (2-5 min)

Components of your story: Overcome Objections prior to them asking. Sales? Time? Money? Is it a Pyramid/MLM/One of Those?

(Leave the “so what’s” out.)

a. Brief description of your past, present, occupation

b. Present situation or point of decision (ie. I realized if I kept going the way I was going I would never be able to take that trip/kids private school/be debt free.)

c. Vision of your future with a deadline or personal goal (ie. I figured out a way to leverage the internet, & create an ongoing income, which will allow me to quit my job/double my income & do the things in life I always wanted to do.)

II. Ask them if they have read or heard of Robert Kiyosaki's Rich Dad Poor Dad Book? (You should be reading or have already read this yourself before asking.)

III. "What about the book Cash Flow Quadrant?" (5 min)

Explain the Quadrant by showing diagram. (Write on It! Visual is Memorable)
(Review recorded webinar "1st Appoinment")

- A. Left side = Nothing wrong with being an "E=Employee or S=Self Employed (ie. MDs, Lawyers, CPA's, Small Bus. Owners)" Can make a lot of money, Just NO LEVERAGE, You stop working so does income..
- B. Right side LEVERAGE "B" stands for BIG BUSINESS OWNER = take two vacations a year = both 6 mos. Long...lol

Which would you prefer? Right side... Great, that is our 2-3 yr plan.

IV. Next Show the Horizontal vs. Vertical Sheet.
(5 min - Review recorded webinar "1st Appoinment")

- A. *Talk about their current occupation and compare it to Horizontal*
- B. *Ask if they would like to get credit for the other sales people or employees?*
- C. *100% vs. Levels and Percentages.*
- D. *Synergy vs. Competition.*

Ask which do you prefer? Horizontal or Vertical?
Vertical = Great that is our 2-3 yr. Plan

V. Explain that we are a Product Brokerage Company (ie. like Amazon). (5 min)

We have an amazing computer system that tracks our referrals to pay us commissions. JR Ridinger the CEO of our Company figured out a way to pay us the advertising dollars for referring folks to buy what they are already buying. Our exclusive products will out price or out perform the competition. Hands Down!! Must have a niche (ie. Isotonix, Weight Management, etc.)

VI. Don't worry about trying to understand everything today. You chose the 2-3 over the 45-year plan. Leverage vs. No Leverage.

VII. Wrap up: Set them up to get more info to make an educated decision.

(5min)

- A. *Make sure they don't get or ask for advice from someone who is an E or S in the CashFlow Quadrant. They don't understand leverage.*
- B. *Explain that we have been conditioned our whole life to "Not Create Leverage"!!! Go get a good job and work really hard... Right??*
- C. *Assure them: You would not go to your Neighbor, who's a Plumber to get a Medical Exam?? Why would you go to an E or an S to get advice on Financial Freedom? UNLESS they are already Financially Free! They can still be my friend just not my advisor to Financial Freedom.*

VIII. Closing Question(s):

- A. *Is there any reason you wouldn't want more information on the 2-3 year plan?*
- B. *Based on what you have seen is there enough interest to continue evaluating?*
- C. *Where are you at on a scale of (1-3 or 1-10)?*

Note: If **NOT interested** in evaluating the business further, proceed to registering them as a Preferred Customer so they can earn Cashback. Be sure to discuss the benefits of being a Preferred Customer, Saving Money, and earning Cashback from their favorite stores.

IX. Book the follow up appointment.

(provide the CD "The Business of the 21st Century" by Robert Kiyosaki)

Options to show the money:

- A. *You can use the 26 minute DVD (must watch it with them)*
- B. *Bring to a UBP or HBP (let your senior business partner know)*
- C. *Another Face to Face. Ask them to Bring an "E or S" who thinks like a "B" with them to help them in their evaluation process.*

Note: If appropriate, sell ticket or product. If not wait until second appointment, when the plan is shown.

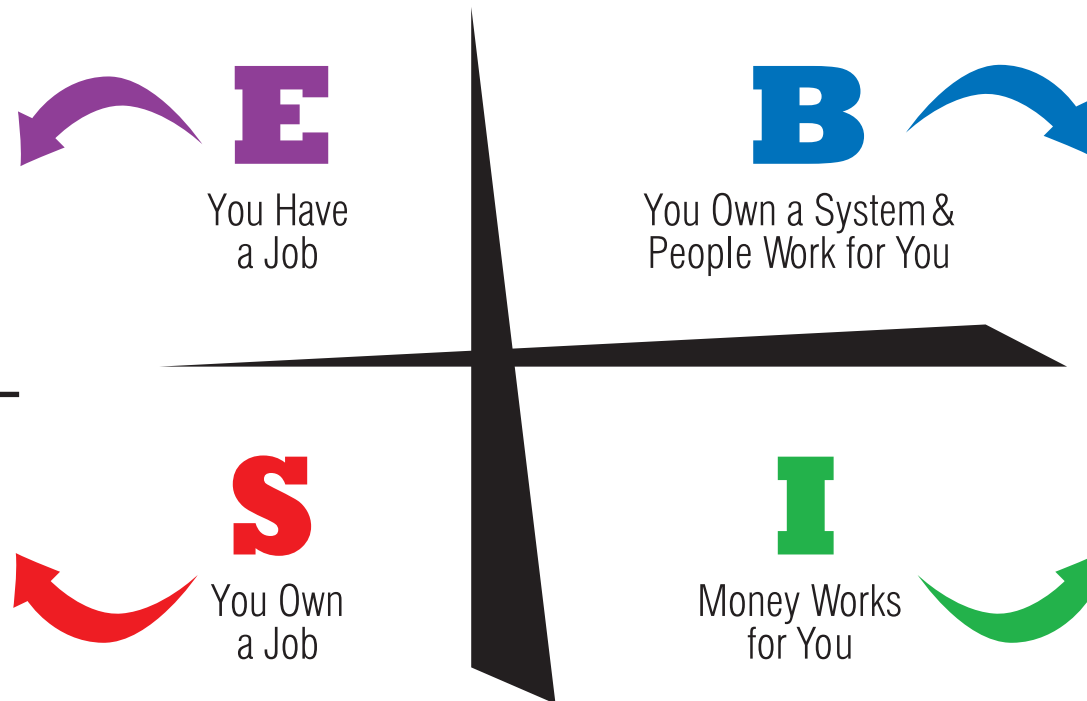
Coaching Point: *Remember it is not "What you Say" It is "Who you are being, when you say it." Everything is Energy and the Highest Energy Wins!!! Would you, follow you?*

Always be open to answer questions but stick to your time agreement. If you do not know the answer, then always be honest and tell them you do not know, but you can get them the answer.

Fast > Easy > Fun!

Rich Dad's CASHFLOW Quadrant™

From *Rich Dad's Cashflow Quadrant* by Robert T. Kiyosaki



Active, Linear Income

Trade time for money

Money grows linearly

Work stops: income stops

Disabled: less income

Creating money to pay bills

Time is not your own

Passive, Residual Income

Leverage your time

Money grows exponentially

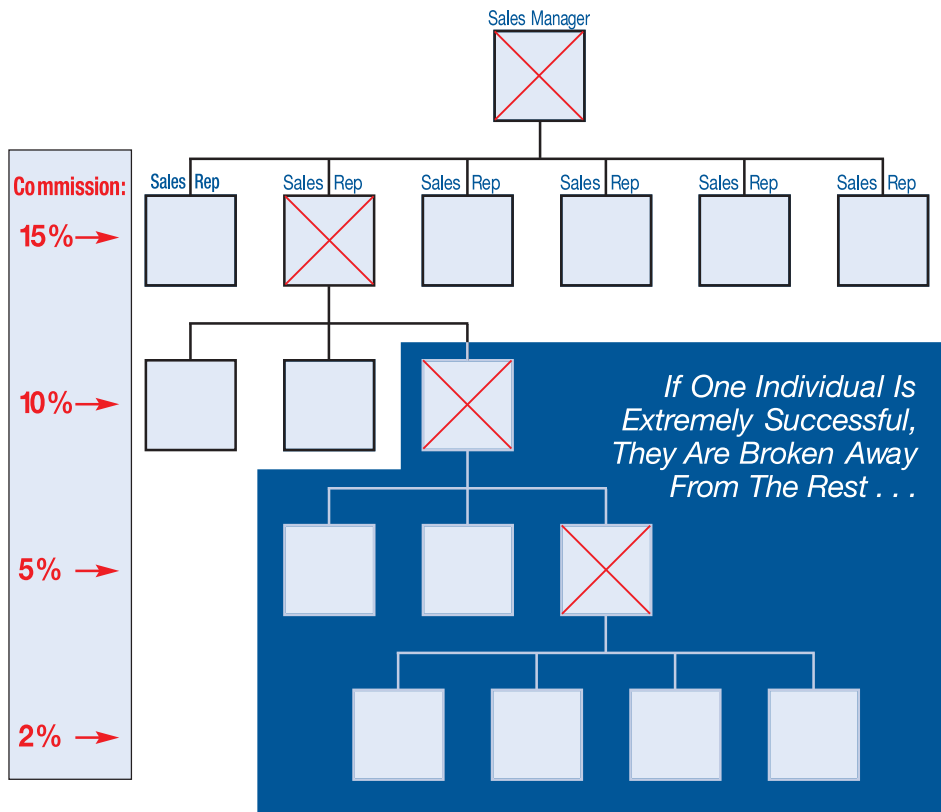
Work stops: income continues

Disabled: income continues

Creating true wealth

Total time freedom

Horizontal Strategy Traditional Business, Sales and Multi-Level Marketing



Multi-Level Marketing Commissions
Are Cut-Off at 4 to 7 Levels

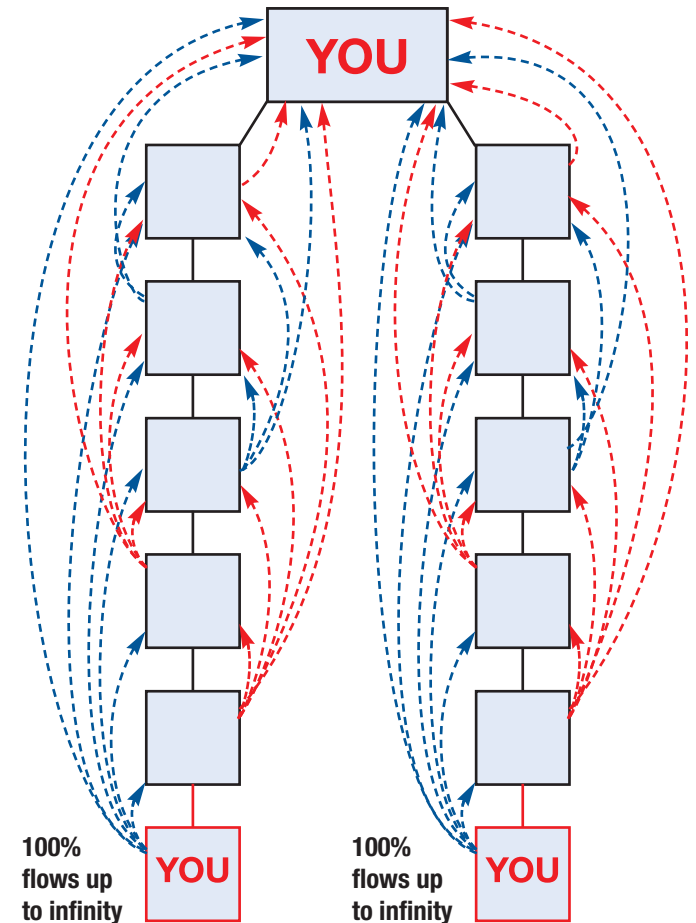


And Only A Few
Are Eligible To
Get Paid



- Creates competition
- No cooperation/collaboration
- MLM: a system designed to duplicate horizontal marketing

Vertical Strategy



- Encourages teamwork/support
- When one succeeds, everyone benefits
- Everyone receives 100% credit for sales and volume generated
- Maximizes the probability of individual success
- Synergistic

Next Step (2nd Appointment)

Tools to have with you: ('arrows in your quiver')

- *Notepad (get permission to take notes)*
- *Calendar/Appointment Book*
- *Annual Report*
- *Flip Chart*
- *Home Shopping List*
- *Partner Store Sheet*
- *ma Catalog*
- *Haute Living*
- *Trial Size of Product ie:Awake/MochaTonix/Thermochrome*
- *Product Cards/Brochures of your Major*

1. Show Plan (include your business partner/mentor)

- "Press Play" 26 minute video/DVD (pause where appropriate)
- Flipchart
- HBP (Home Business Presentation)
- UBP (Unfranchise Business Presentation)

Have them fill out during 'plan'

- **Home Shopping List** (code #671) (during 'Create BV' to show 'cost of living dollars')
- **Partner Store Sheet** (during 'Create IBV' when referring to the portal/or show portal)

Questions to ask during/immediately following plan:

- "What intrigued you most about what you saw?"
- "As we were talking, there's probably a couple people that came to mind.
- Who comes to mind? Tell me about them" (use notepad to record any information)
(If you've done the interview properly, you should be able to bring up people they've discussed prior or people they can lead to)

2. At the end you must 'Close' or you've wasted your time:

- **Closing Question(s):**
 - "Where are you at on a scale of (1-3 or 1-10)?"
 - "Based on what you have seen is there enough interest to continue evaluating?"
 - "When we get back together is it to get you started or answer questions?"

"Great, then your next step is"

1. Get in front of their contacts ASAP
2. Ticket
3. HBP/UBP
4. Product

Note: Refer to 'Setting People up For Success' Sheet

DUPLICATE PROCESS WITH THE PEOPLE THEY LEAD TO!

Sampling of ma Partner Stores

“Please circle any of the stores you currently shop at...”



“Do any of these stores currently pay you to shop with them?”

Setting People Up For Success (Trial Run)

Prospective Partner _____ **Phone #** _____ **Email** _____

- Discuss and list two reasons why they are considering Market America.

- Register as Preferred Customer Web Portal Walk Through
- OPC-3 Health Survey completed Home Shopping List completed
- Products: What products did they start on? Such as:
 Aloe OPC-3 Mochatonix Awake Thermochrome Other _____
- Insure they invest in themselves and purchase a ticket for the next event.
- Three way call: (completed with?) _____
- Audio: Make Your Move Wake Up The Perfect Business (Robert Kiyosaki)
- You Tube: Heikes Buckman maTV
- Have them watch "How The Wealthy Get That Way" at [www.HowThe WealthyGetThat Way.com](http://www.HowTheWealthyGetThatWay.com)
- Magazine: Annual Report MA catalog Haute Living Healthier You
- UnFranchise Business Presentation (UBP) Home Business Presentation (HBP)
- Unfranchise Business Presentation DVD Attend Health Awareness Show

▪ List 10 resource names

| <u>Name</u> | <u>Product</u> | <u>Business</u> |
|-------------|----------------|-----------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |
| 7. _____ | _____ | _____ |
| 8. _____ | _____ | _____ |
| 9. _____ | _____ | _____ |
| 10. _____ | _____ | _____ |

To be done before partnering with them or within 2 weeks after partnering with them:

- Health Awareness Show Presentation: Date _____ Date _____
- Home Business Presentation: Date _____ Date _____

Health Awareness Shows and Home Business Presentations should be repeated until new partners have Base 10 and are activated!

4 Simple Steps to Accelerate Your Success!

Have you ever finished a conversation with someone or walked out of a meeting and wondered...

"What the heck just happened?"

Using the **Debrief Process** from SalesPartners takes the mystery away and gives you clarity in all your interactions. By the way, this works in business as well as at home. Really!

Ask yourself these 4 Simple questions:

1. **What Worked?** Keep this brief and opinion free, if possible.
2. **What didn't work?** Notice the language here. It's neither right nor wrong. It either works or it doesn't. You have to answer both of these questions because they always coexist.
3. **What did you learn? (This is the MOST IMPORTANT QUESTION!)** Look for patterns of behavior or results, not a single isolated incident.
4. **What can you do to correct it (if it was a mistake) or leverage it (if it was a win)?** You have to answer this question last. Otherwise you may put something into action that could create more problems than you had to begin with.

Debrief Process taken from Blair Singer's SalesPartners Worldwide™ *Little Voice Management Systems*

Provided by SalesPartners Troy, Denise Roberts

Pre-Enrollment Appointment

1. Commitment: I am making a minimum of a one-year commitment to my UnFranchise Business I will:
 - o Follow this 12-month proven business plan
 - o Commit 8-15 hours per week to complete the tasks and activities outlined in this plan
 - o Commit \$500 to \$1,500 in start-up expenses for the business
 - o Attend an out-of-state training session, if applicable
 - o Be coachable
 - o Purchase a ticket(s) to the next scheduled National Meeting Training and Seminar System (NMTSS) ie: (Local, District, Regional, ma World Conference, International Convention)
 - o Start the business now

Signature: _____

2. Fill out 'Time Management' exercise sheet, committing to 8-15 hours per week (watch David Whited's webinar '**TIME MANAGEMENT**' found on www.malegacybuilders.com)
3. Make sure you have the following items/ information with you when you enroll your business.
 - Active email account that you can access from anywhere
 - Drivers license
 - Credit card with \$1500 of credit available
 - Visa & MasterCard only, cannot accept Discover or American Express
 - Checkbook
4. Explain the enrollment process so they know what to expect at time of enrollment.

-Application

- Fill out a simple application form --\$129.95 Fee
- Annual Renewal Fee \$99.95 to keep your business Web Portal
- Will need social security number, address, email

-UFMS (Online Office)

- \$20.00 per month for administrative account
- will pay \$40.00 for this initial application to pre-pay your account...much like a cell phone.

-Transfer Buy (Monthly Auto Ship) **PICK PRODUCT BEFORE ENROLLMENT**

- 50 BV / 10 IBV (Initial amount when you start)
- 100 BV/ 20 IBV (Once 1st \$300 Commission Level Hit)
- 150 BV/ 30 IBV (Once 1st \$600 Commission Level Hit)

-PatLive (Company Voicemail)

- \$9.95 per month
- Voicemail System-500 minutes per month and first 30 days are FREE

-300/600 BV Initial Order (Products to use/sell) **PICK BEFORE ENROLLMENT**

-Form 925/1001 (stating you will attend the required trainings and aware of requirements)

-Three required trainings

- Basic Five (B5) \$15.00
- New Distributor Training (NDT) \$15.00
- Executive Coordinator Certification Training (ECCT) \$50.00

5. Give Binder to prospective business partner (go to www.malegacybuilders.com to print updated binder documents)
6. Homework: Watch webinar on '**Building Your Resource List and Scripts**' then create your resource list prior to enrollment!

| | <u>SUNDAY</u> | <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> | <u>SATURDAY</u> |
|---------|---------------|---------------|----------------|------------------|-----------------|---------------|-----------------|
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| 10:00PM | | | | | | | |
| 10:30PM | | | | | | | |

SAMPLE ORDER

| Legacy Builders 300 BV | Code | Qty | Unit BV | Unit IBV | Unit Price | Total BV | Total IBV | Total |
|---|-------|-----|---------|----------|------------|----------|-----------|----------|
| UFO Business Support Materials Kit ... | 1526 | 1 | 0.00 | 0.00 | \$159.95 | 0.00 | 0.00 | \$159.95 |
| Isotonix® Advanced B-Complex - Sing... | 13055 | 2 | 13.00 | 0.00 | \$16.80 | 26.00 | 0.00 | \$33.60 |
| Ultimate Aloe® Juice (Cranberry App... | 1282 | 2 | 13.00 | 0.00 | \$17.95 | 26.00 | 0.00 | \$35.90 |
| Isotonix® Calcium Plus - Single Bot... | 13020 | 2 | 8.50 | 0.00 | \$13.60 | 17.00 | 0.00 | \$27.20 |
| Glucosatin® Bone & Joint Healt... | 1133 | 2 | 26.00 | 0.00 | \$32.75 | 52.00 | 0.00 | \$65.50 |
| Isotonix® OPC-3® - Single Bottles/... | 13009 | 2 | 43.00 | 0.00 | \$52.50 | 87.00 | 0.00 | \$105.00 |
| MochaTonix® (Mocha) - Travel Packet... | 7802 | 1 | 21.00 | 0.00 | \$27.00 | 21.00 | 0.00 | \$27.00 |
| AWAKE&trade; Energy Drinks (Gra... | 13193 | 2 | 22.00 | 0.00 | \$27.50 | 44.00 | 0.00 | \$55.00 |
| Isotonix® Multi-Vitamin without Iron -... | 13051 | 2 | 13.00 | 0.00 | \$16.25 | 27.00 | 0.00 | \$32.50 |
| Isotonix® Family Delivery System Bo... | 159 | 1 | 0.00 | 0.00 | \$6.00 | 0.00 | 0.00 | \$6.00 |
| "Live Better, Longer: The Science B... | 778 | 1 | 0.00 | 0.00 | \$5.00 | 0.00 | 0.00 | \$5.00 |
| Isotonix® OPC-3® Brochures (English... | 288 | 1 | 0.00 | 0.00 | \$6.00 | 0.00 | 0.00 | \$6.00 |
| Isotonix® OPC-3® Audio - (Single CD... | 289CD | 3 | 0.00 | 0.00 | \$5.00 | 0.00 | 0.00 | \$15.00 |
| The UnFranchise Management System... | UFMS | 2 | 0.00 | 0.00 | \$20.00 | 0.00 | 0.00 | \$40.00 |
| Make Your Move Audio CD - Pack of (... | 1769 | 2 | 0.00 | 0.00 | \$20.00 | 0.00 | 0.00 | \$40.00 |
| Subscription Kit | SUB | 1 | 0.00 | 0.00 | \$129.95 | 0.00 | 0.00 | 129.95 |

Order Sub Totals: 300.00 0.00 \$783.60

Shipping / Handling Fees: \$58.77

Sales Tax: \$89.54

Administrative Fees: \$23.14

Order Total: \$955.05

SAMPLE ORDER

| Legacy Builders 600 BV | Code | Qty | Unit BV | Unit IBV | Unit Price | Total BV | Total IBV | Total |
|--|-------|-----|---------|----------|------------|----------|-----------|----------|
| UFO Business Support Materials Kit ... | 1526 | 1 | 0.00 | 0.00 | \$159.95 | 0.00 | 0.00 | \$159.95 |
| Isotonix® Advanced B-Complex - Sing... | 13055 | 6 | 13.00 | 0.00 | \$16.80 | 78.00 | 0.00 | \$100.80 |
| Ultimate Aloe® Juice (Cranberry App... | 1282 | 5 | 13.00 | 0.00 | \$17.95 | 65.00 | 0.00 | \$89.75 |
| Isotonix® Calcium Plus - Single Bot... | 13020 | 3 | 8.00 | 0.00 | \$13.60 | 25.50 | 0.00 | \$40.80 |
| Glucosatin® Bone & Joint Healt... | 1133 | 2 | 26.00 | 0.00 | \$32.75 | 52.00 | 0.00 | \$65.50 |
| Isotonix® OPC-3® - Case (6 Bottles/... | 13010 | 1 | 254.00 | 0.00 | \$308.00 | 254.00 | 0.00 | \$308.00 |
| MochaTonix® (Mocha) - Travel Packet... | 7802 | 2 | 21.00 | 0.00 | \$27.00 | 42.00 | 0.00 | \$54.00 |
| AWAKE&trade; Energy Drinks (Gra... | 13193 | 2 | 22.00 | 0.00 | \$27.50 | 44.00 | 0.00 | \$55.00 |
| Isotonix® Multi-Vitamin without Iron - ... | 13051 | 3 | 13.00 | 0.00 | \$16.25 | 40.50 | 0.00 | \$48.75 |
| "Live Better, Longer: The Science B... | 778 | 1 | 0.00 | 0.00 | \$5.00 | 0.00 | 0.00 | \$5.00 |
| Isotonix® OPC-3® Brochures (English... | 288 | 1 | 0.00 | 0.00 | \$6.00 | 0.00 | 0.00 | \$6.00 |
| Isotonix® OPC-3® Audio - (Single CD... | 289CD | 3 | 0.00 | 0.00 | \$5.00 | 0.00 | 0.00 | \$15.00 |
| The UnFranchise Management System... | UFMS | 2 | 0.00 | 0.00 | \$20.00 | 0.00 | 0.00 | \$40.00 |
| Make Your Move Audio CD - Pack of (... | 1769 | 2 | 0.00 | 0.00 | \$20.00 | 0.00 | 0.00 | \$40.00 |
| Subscription Kit | SUB | 1 | 0.00 | 0.00 | \$129.95 | 0.00 | 0.00 | 129.95 |

Order Sub Totals:
601.00 0.00 \$1158.50

Shipping / Handling Fees: \$86.89
 Sales Tax: \$142.95
 Administrative Fees: \$30.79
 Order Total: \$1419.13

SAMPLE ORDER

Transfer Buy Minimum Order

| Product | Code | Qty | Unit BV | Unit IBV | Unit Price | Total BV | Total IBV | Total |
|--|----------|-----|---------|----------|------------|----------|-----------|---------|
| The UnFranchise Management System... | UFMS | 1 | 0.00 | 0.00 | \$20.00 | 0.00 | 0.00 | \$20.00 |
| Isotonix® Multi-Vitamin without Iro... | 13051IBV | 1 | 0.00 | 13.00 | \$16.25 | 0.00 | 13.50 | \$16.25 |
| Isotonix® OPC-3® - Single Bottle (9... | 13009 | 1 | 43.00 | 0.00 | \$52.50 | 43.50 | 0.00 | \$52.50 |
| Isotonix® Advanced B-Complex - Sing... | 13055 | 1 | 13.00 | 0.00 | \$16.80 | 13.00 | 0.00 | \$16.80 |

Order Sub Totals: 56.50 13.50 \$105.55

Shipping / Handling Fees: \$7.50

Sales Tax: \$13.39

Administrative Fees: \$2.69

\$129.13

Order Total:

MA Debit/Credit: \$0.00

Balance Due: 56.50 13.50 \$129.13

Legacy Builders Team Mission & Code of Honor

Legacy Builders Team Mission: To provide a Simple duplicatable system that can be repeated by a large group of people.

Code of Honor:

1. **Personal Responsibility** – Choose to make acts of kindness in everything you do. No blaming others or justifying. Always deal with people directly. Promote events with a guest and play at 100%.
2. **Be on Time** – Keep time agreements: end on time, and respond in agreed upon time.
3. **Be Respectful** – Recognize and appreciate diversity and each other's gifts & talents.
4. **Be Supportive** – Loyal to the team mission, the team and the individual. Outrageously encourage, edify, leverage and empower all team members.
5. **Never abandon** – a teammate in need.
6. **Acknowledge** and celebrate all wins.
7. **Be a Dynamic Learner** – Commit to be teachable and coachable. To personal development and education. Be open to receiving. Strive to grow you Comfort Zone, increasing your inner and outer strength.
8. **Live in Absolute Integrity** – Honor commitments and communicate any changes. Building a Foundation of honesty and trust that harbors mutual loyalty and respect.
9. **Be willing to "Call and Be Called"** on the Code of Honor
10. **Fulfill the Requirements** – to be a ma distributor. You adhere to the policies and procedures of the Career Manual.

Measure, Monitor, Adjust and Control by utilizing the Basic 5 Weekly Checklist and the 4 Step Debrief Process.

I Agree and Live by the Legacy Builders Code of Honor:

Signature of Commitment: _____ **Date:** _____

Market America's mission is to provide a system for entrepreneurs to create an ongoing income, while providing consumers worldwide with a better way to shop. Through revolutionary technology and the power of people, we are creating the economy of the future.

Registration Guide *for Sign-Up Wizard Registration*

❑ Name of New Distributor(s): _____

Key information to capture during registration: See page 5 – New Partner Information
Print 2 sheets 1) for new Partner 2) for Sponsors records – or make a copy when completed

New Partner Complete Prior to Online Contract:

- ❑ Sign 2 copies ‘Code of Honor’ - one for sponsor, one for new distributor
- ❑ **Purchase the next major event ticket along with a local ticket!** February World Conference or August International Convention
- ❑ Initial order determined prior to beginning contract
- ❑ Have out Driver’s License and Visa or Master Card for initial order and backup card should desire
- ❑ Email address to access your email account remotely
- ❑ **A NAME** for your web portal _____ Confirm selected name is available by entering into your web browser. www.marketamerica.com/_____. Should it open a site, then the name is NOT available.

Sponsor Complete Prior to Online Contract:

- ❑ Have hard copy of YOUR Registration Documents available as a reference tool.
- ❑ Make sure you have the **placement distributor ID** and side 002 or 003, Left or Right before you get started.
ID: _____ Placement: _____ Side: _____
- ❑ Before starting, **delete all cookies, and temporary files on your computer**. For Internet Explorer: Go to: Tools/Internet Options/Browser History/Delete temporary files, and cookies. Click “OK”. Close Internet browser and reopen.
- ❑ Confirm new partner has a **valid email address**. If not get them one on your web portal registering them as a preferred customer (PC) and go now mail.

WEBSITE HINTS:

- No spaces or dashes in ANY NUMBER fields (SSN or phone).
- Hit tab button to advance to next box to be completed.
- If you are **stopped or kicked out** for any reason, like timing out, then log back into your UnFranchise Account. Click sign up wizard, then click down arrow by new distributor and the distributor that you are signing in should appear, click on their name and click continue.
- 8 sections to complete. Check boxes across top are ‘automatically checked’ with completion of each section. The 8 Step Process will indicate where you are in the process. Click Continue / Sign Up Process
- Market America phone: 336-605-0040 (in the event help is required) Hours: 9:00 am – 9:00 pm EST Monday – Friday.

NOW LOGIN ONLINE!

- ❑ Go to the **ma website of the sponsoring distributor**. Click on UnFranchise Business Login. Login and click on Sign-Up Wizard down the left hand side.

1. APPLICATION:

- ❑ Click on New Distributor. USA or Canada.
- ❑ Ask – Did you EVER register as a Preferred Customer? On our (sponsor’s) site? YES: Find them in your drop down menu on the left side of the screen. If they signed up as a Preferred Customer on someone else’s web portal (not the sponsor) put their PCID in the box on the right side of the screen.
- ❑ **CAPTURE NEW PARTNER DISTRIBUTOR ID # (9 digit) for your records.**
- ❑ PRINT

2. INFORMATION:

- ❑ Indicate whether this application is an Individual, Partnership (LLC) or Corporation.
The only time you will enter a company name is if the company name listed is a partnership that contains all legal documents, shareholders, articles of Incorporation and EIN Number. After entering a corporate ID you need to submit the proper documents to Corporate Market America. Fax to 336-605-0041 Attention: Field Compliance. Refer to Career Manual for further details.
- ❑ **Put SSN or EIN (Employer Identification Number) in the space provided.**
SAME HOUSEHOLD RULE: Never, Ever let someone sign the contract using the same phone, address, email, SSN, fax, or any other shared info from another distributor on the sign up application, because it will get red flagged as the same household rule and the new distributor will get a letter asking for documents to support who lives where. Example is drivers license and utility bills, bank statements or credit card statements with their mailing address on them. Not fun for someone new....
- ❑ **If you are signing up someone who lives at the same address as an already registered distributor you must get prior written approval from Market America and that will not count towards activation for the sponsoring distributor.**
- ❑ **PRINT FIRST ½ page with NEW DISTRIBUTOR ID #**

3. UFMS - UnFranchise Management System – the “back office” that manages your business.

- ❑ **Agree to the terms and conditions of UFMS. \$20 monthly investment to track your business. Do not by pass this! It can negatively affect their commissions.**
- ❑ Review UFMS terms – optional to print UFMS terms.
- ❑ UFMS Credit Cards on File. List any Credit Cards they may want to use today or in the future.
Make sure the Credit Card they are using today for their initial order is listed as a UFMS Credit Card. You cannot change Credit Cards until the sign up wizard is complete. Then you may delete or input any card you desire. Always be aware of the expiration date! So they will never flush or purge...
- ❑ **Print & I Agree**
- 4. TRANSFER BUY (TB) – Monthly Auto-ship that allows us to ACCRUE our Volume week to week:
NOTE: Their first TB ships in 2 months and they are not charged until shipped. The products entered now are simply “place holders”. *They have the ability to change order prior to shipment.***
- ❑ **Print & I Agree**

1) **q-date (Qualification Date) Work Week at MA runs Saturday-Friday** : make sure you are calculating their **q-date** as the Friday following the contract/start date, Unless it is Friday prior to 11:59EST . When you are qualified then your BV banks will begin to accrue Group BV and IBV.
Write down q-date on page 5

2) Select ‘Starting on **Month 2**’ (the middle one) in the drop down window.
q-date is your unique day that identifies 30 and 90 day cycles – every 90 days Form 1000 must be

submitted to verify \$200 in customer sales. (Sponsor should attend New Distributor Training (NDT) with new distributor for clarification/duplication)

- ❑ **Bump up rider: Be sure to check the option box. Read Paragraph. Their TB order can be changed later. For the sake of time pick a top product and move forward.**

BV: They should start with a minimum of 50 BV. You must put UFMS (\$20) on the Transfer Buy, Code UFMS. Also Put 10 IBV on their Transfer Buy so they can accrue IBV...

Do not by pass this! It can negatively affect their commissions.

- ❑ **I Agree & Print**
2nd chance to get Distributor ID #.

5. PATLive - MA voice mail communication system to leverage building your business.

- ❑ Enroll with Pat Live! Check box #2 for shared number. \$9.95 monthly investment./ 500 minutes month free!
- ❑ **Print & Agree**

6. INITIAL ORDER:

- ❑ NOTE 2 items already in the shopping cart: 1) \$129.95 application and Subscription Kit/Website Activation 2) \$40 for first 2 months of UFMS.
- ❑ Check packing slip type 1) No pricing info OR 2) with Distributor pricing.
- ❑ **Complete initial order.** Click: add to cart to enter items. Click: view cart to confirm. **Do not change** UFMS Subscriptions on the order or it will change credit card eligibility. They must purchase UFMS on the order if they want to use their credit card on this initial order!
- ❑ 200 BV is assigned to 001. Sign up option #3 – 300 BV – place additional 50+ BV, in 002 & 003 BDCs Sign up option #4 – 600 BV – place additional 200+ BV in 002 & 003 BDCs. Assign extra BV over amount to uncommon leg.
- ❑ IBV – “0” required at this time – click continue.
- ❑ Administration fee: MA charges 2% to pay sales tax to your state. You can opt to handle sales tax yourself.
- ❑ Please select who is paying for your initial Distributor Order (A) Sponsor or (B) New Distributor
- ❑ Select shipping preference
- ❑ **Print**

7. 925 FORM –

- ❑ Fill out Form 925 Agree to the terms and condition to sell 70% of products purchased to end consumer and manage your sales organization properly.
- ❑ **Submit order, click I Agree & Print**

ma offers their credit card – review interest rate on unpaid balances. Should they select have them apply at a later time. Earn IBV! BE CERTAIN to apply from your back office.

8. 1001 FORM - Training:

- ❑ Agreement form that you will attend training and take a written test to certify your understanding of the business and policy’s by the time you have earned \$1500 in Commission. On 1001 mark the box that says they ‘will attend an ECCT (Executive Coordinator Certification Training – 4th bullet).
- ❑ **Agree & Print**

- ❑ Fill out every page and click continue until complete.

DONE! Congratulations you are done with your contract! You are NOW an UnFranchise Owner!

Set up the New Distributors Web Portal

- Upon completion have them check their **email account**. Find 2 emails from SYS GEN; Market America.
- **Print – BOTH emails** 1) How to use the telephone system to check your business BV and IBV 2) Your REP ID and password.
- Go to your web portal and click on UnFranchise Log In, Have them enter their Rep ID and Password to Login. Next have them **verify** anything that pops up on the center of the page. Look at **ALERTS** in Top Right Corner. Follow Links in Blue. The links are 1) UFMS Welcome 2) New Web Portal Assigned
- **IBDC designate their 001 as the paying center.**
- **BV/IBV options** and have them select their Distributor ID for placements until activated. Now they should put in their Distributor ID in the placement spots and select their EXT. **002** on one and EXT. **003** on the other. Do this for BV and IBV.
- To Set up Web portal, click on **Other Services**, click on **Web Portal Admin**. **Click down arrow to select your web portal subscription.** Now, **follow instructions until you get to Domain name selection.** Enter their unique web portal extension. NOTE: their web portal will not be active until their unique web portal name is defined.
- Set up their web portal – **CRITICAL to DO FIRST:** Enter email address. Set Customization options, and SAVE preferences.
- **Go to Preferred Customers, Profiles and confirm they are a Preferred Customer on their portal.** If they are not listed as a Preferred Customer, log out of their back office, go to their web portal and sign up. They should log in as a Preferred Customer for all Partner Store Purchases. Also, make sure they are logged in as a PC on their web portal. Show them their name as a PC.
- Explain how to place additional orders! **Only the Transfer buy volume is placed into the 001.**
- **All other orders (volume) should be placed down to their 002 or 003** until they have personally sponsored partners. **Then they will place the orders (volume) as deep as possible in their 002 or 003.**
- **Register / Opt-in to www.maLegacyBuilders.com** and register for the ‘stay informed’ options. Click on ‘Set Up Your New Distributor For Success’ You will receive a system-generated email containing a link which you **must** click to validate your email address and confirm your subscription. Once subscribed, you will receive a series of Educational lessons over a 3 month period via email that will guide you through the binder/business. The lessons are designed to **assist** you in building your UnFranchise business to the level of success you desire, by leveraging the **tools, systems** and **processes** which lead to profitable actions.
- **Set up New Partner Session (follow-up appointment) to go over binder/ goal statement and getting started guide within 7 days.**
- **Congrats, You did it!!!**
- Review NMTSS & local calendar -Make certain next events are on their calendar to attend.
- Log in www.Unfranchisetraining.com/ User name: distributor Password: gonow - Tour the site.
- Send your new Partner home with *Jim Rohn CD* – **‘Building Your Network Marketing Business’**

NEXT DAY:

- go to UFMS → Reports → Graphic Genealogy, confirm new partner is linked to desired genealogy.
- **Change your BV & IBV auto placement as required to include your new partner.**

Show One → Teach One → Do One

New UFO Information

UFO Name: _____

UFO Address: _____

UFO City: _____

State: _____

Zip: _____

UFO Phone(s): Hm: _____

Wk: _____

Cell: _____

UFO Email: _____

Personally Sponsored By:

Placement Linked to:

Date Registered: _____

Q Date: _____
1st 2nd 3rd 4th **Tuesday** (Circle)

Distributor ID #: _____

Rep ID #:

(private info/not to be shared) **Temp Password:**

(used to enter UFMS – back office)

Password:

(private info/not to be shared)

Preferred Customer #:

Temporary Password: 'America'

New Password:

Powerline Voice Link (336) 605-5556:

Pin #

Personal marketamerica Web Portal name: (confirm available prior to beginning contract)

www.marketamerica.com/

Local Website/Calendar - _____

PATLive information to come within 2 weeks.

- To Call Your PATLive: 800-211-1202
- PATLive Personal Mailbox Extension:
- Press *o to identify yourself as the owner, Enter Password:
- Once activated – contact Local Coordinator to receive local messages
- For problems with PATLive: 800-897-7728 or email: pat@patlive.com or Help at www.my.patlive.com

Schedule Required Trainings

-New Distributor Training (NDT) _____

-Basic 5 (B5) _____

-Executive Coordinator Certification Training (ECCT) _____

Learn to register preferred customers

Learn to create a Sales Receipt Entry

Learn how to read management reports on UFMS

- Apply for a Sales Tax License, as applicable**

IMPORTANT DATES AND ADMINISTRATIVE TASKS

- Submit Form 1000 (quarterly for your 001) Q-date: _____**
 - First Due:
 - Second Due:
 - Third Due:
 - Fourth Due:
- Submit Form 1000 one time only on qualified 002, 003, etc... upon Qualifying each**
- Submit Annual Renewal Form 1052**
 - Annual Renewal Date:
- Remember to:**
 - Keep credit card information in UFMS and Transfer Buying up-to-date
 - Read Your Alerts
 - Set up Personal Alerts
- File Tax with the State** (as per arrangement)

www.malegacybuilders.com "Simple Duplicatable System" Sign up for the Newsletter and automated emails.

www.unfranchisetraining.com (user name: distributor / password: gonow) **Click on Market America logo**, learn how to maneuver through UnFranchise® Business Account video training modules available as well as ma training materials.

www.marketamericascience.com Science behind MA branded products

www.thepowerprofiles.com recognition for UnFranchise owners/Worldwide Commissions/Retail Profits Earned Since 1992.
Submit your profile on back office under 'My Account'

www.nutrametrix.com ma major: nutraMetrix Consultants (trained/certified distributors) service for licensed health professionals

www.transitionslifestyle.com ma major: weight loss and weight management system

www.torchsports.com MA sports nutrition website

_____ Your Local Website

www.mawebcenters.com ma major: specializing in Business Web site design and hosting services

www.marketamericafacts.com Miscellaneous Industry/Regulatory information

www.youtube.com/marketamerica see many of the video clips on ma