

TABLE OF CONTENTS

FORMS

Section 1	Franchise Questionnaires	
Form 1.01	Franchise Program Checklist	1010-1
Form 1.02	Franchise Registration Questionnaire	1020-1
Form 1.03	Controlling Persons Questionnaire	1030-1
Form 1.04	Franchise Registration Renewal Questionnaire	1040-1
Form 1.05	Renewable Questionnaire	1050-1
Form 1.06	Best Practices for Franchise Sales	1060-1
Form 1.07	Best Practices for Franchise Offers and Sales in Non-Registration States....	1070-1
Section 2	Franchise Agreements	
Form 2.01	Franchise Agreement for Service Franchise Concept.....	2010-1
Form 2.02	Franchise Disclosure Document	2020-1
Form 2.03	Area Development Agreement with Related Point Franchise Agreement and Franchise Disclosure Document	
Form 2.03[1]	Sample Franchise Disclosure Document.....	2031-1
Form 2.03[2]	Area Development Agreement.....	2032-1
Form 2.03[3]	Unit Franchise Agreement	2033-1
Form 2.04	Master Franchise Agreement with Related Point Agreements	
Form 2.04[1]	Master Franchise Agreement	2041-1
Form 2.04[2]	Management Agreement	2042-1
Form 2.04[3]	Subfranchise Agreement	2043-1
Form 2.04[1]	Form of Franchise Agreement	2044-1
Form 2.05	Area Representative Agreement	2050-1
Section 3	Related Agreements and Documents	
Form 3.01	Lease for Franchisor-Owned Locations	3010-1
Form 3.02	Sublease for Franchisor-Leased Locations (Short Form)	3020-1
Form 3.03	Sublease for Franchisor-Leased Locations (Long Form)	3030-1
Section 4	Registration/Filing Applications	
Form 4.01	California	4010-1
Form 4.02	Hawaii	4020-1
Form 4.03	Illinois	4030-1
Form 4.04	Indiana	4040-1
Form 4.05	Maryland.....	4050-1

Table of Contents

Form 4.06	Michigan	4060-1
Form 4.07	Minnesota.....	4070-1
Form 4.08	New York.....	4080-1
Form 4.09	North Dakota.....	4090-1
Form 4.10	Rhode Island	4100-1
Form 4.11	South Dakota.....	4110-1
Form 4.12	Texas	4120-1
Form 4.13	Virginia	4130-1
Form 4.14	Washington	4140-1
Form 4.15	Wisconsin.....	4150-1
Form 4.16	Franchise Broker Registration Applications	4160-1
Section 5	Sample Regulator’s Comment Letters and Responses	
Form 5.01	Comment Letters.....	5010-1
Form 5.02	Response Letters	5020-1
Section 6	Franchise Advertising Cooperative	
Form 6.01	Certificate of Incorporation.....	6010-1
Form 6.02	By-Laws of ABC Advertising Cooperative.....	6020-1
Form 6.03	Subscription Agreement.....	6030-1
Section 7	Franchisee Relations and Control Forms	
Form 7.01	Quality Assurance Report	7010-1
Form 7.02	Form Letters.....	7020-1
Form 7.03	Operations Manual Checklist.....	7030-1
Section 8	Purchase and Sale of Franchises	
Form 8.01	Asset Purchase	8010-1
Form 8.02	Stock Purchase	8020-1
Form 8.03	Consent to Assignment	8030-1
Section 9	Miscellaneous Forms	
Form 9.01	Franchisee Closing Questionnaire	9010-1
Form 9.02	State Advertising Regulations Checklist	9020-1
Form 9.03	Notice To Cease Use of Trademark/Service Mark in Directory Advertising and Listing	9030-1

OTHER TITLES IN THE SERIES

THE FRANCHISOR

Chapter 1	The Franchisor's Lawyer
Chapter 2	Alternatives to Franchising
Chapter 3	Regulation of Business Opportunity Ventures Appendix 3A Definitional Elements of State Business Opportunity Statutes Appendix 3B Compliance Requirements Imposed by State Business Opportunity Statutes
Chapter 4	Representing the Prospective Franchisor
Chapter 5	How To Draft the Franchise Agreement
Chapter 6	Compliance with Federal and State Disclosure Requirements Governing the Offer and Sale of a Franchise
Chapter 7	How To Register a Franchise Offering Appendix 7A Summary of State Exemptions Standards and Filing Procedures
Chapter 8	How To Comply with State Law Requiring Disclosure and/or Registration of Franchise Salesmen and Brokers
Chapter 9	Offering and Selling Franchises
Chapter 10	Representing an Established Franchisor
Chapter 11	How To Update Disclosure Documents and Prepare Franchise Registration Renewals
Chapter 12	Modifying Existing Franchise Programs
Chapter 13	Antitrust Issues Raised in Franchise Relationships
Chapter 14	The Sale of Company-Owned Locations as Franchises
Chapter 15	How To Construct Appropriate Controls
Chapter 16	Franchisee Advisory Councils
Chapter 17	The Operations Manual Appendix 17A Policy/Procedure Appendix 17B Acknowledgment of Receipt of Serially Numbered Operations Manual
Chapter 18	Dealing with the Independent Franchisee Association
Chapter 19	Termination and Nonrenewal of Franchises

Chapter 20	Dispute Resolution from the Perspective of the Franchisor
Chapter 21	How To Deal with the Financially Troubled Franchisee
Chapter 22	Compliance with Foreign Country Disclosure Requirements Governing the Offer and Sale of Franchises
Appendix 22A	Comparison of International Franchising Disclosure Requirements with UFOC Guidelines, International Franchise Laws Disclosure Mechanics, and International Relationship/Registration Requirements
Appendix 22B	Checklist for Coordination with Local Counsel in International Transactions
Appendix 22C	Measures for Administration of Commercial Franchising Business [Promulgated by the Chinese Ministry of Finance]

THE FRANCHISEE/SOURCE MATERIALS

Chapter 1	Representing the Prospective Franchisee
Chapter 2	Negotiating the Franchise Agreement
Chapter 3	Services the Franchisee Should Expect from the Franchisor
Chapter 4	Tax Considerations
Chapter 5	Purchasing a Franchise from an Existing Franchisee
Chapter 6	Purchasing a Franchisor-Owned Location
Chapter 7	Independent Franchisee Associations
Chapter 8	Franchisor/Franchisee Disputes from the Standpoint of the Franchisee
Chapter 9	Disputes with Third Parties
Chapter 10	Representing the Franchisee of a Financially Troubled Franchisor
Chapter 11	Selling an Existing Franchise

SOURCE MATERIALS

Source 1	Directory of Franchise Regulators
Source 2A	Federal Trade Commission Rule Relating To Disclosure Requirements and Prohibitions Concerning Franchising
Source 2B	Federal Trade Commission Rule Relating To Disclosure Requirements and Prohibitions Concerning and Business Opportunities
Source 3	FTC Franchise Rule Compliance Guide
Source 3A	FTC Frequently Asked Questions
Source 4	2008 Franchise Registration and Disclosure Guidelines (Amended and Restated UFOC Guidelines)
Source 5	NASAA's Commentary on the Franchise Registration and Disclosure Guidelines dated April 19, 2009
Source 6	Selected State Specific Information
Source 7	Release 3-F (California): Guidelines for Determining Whether An Agreement Constitutes a "Franchise"