

# Frequently Asked Questions

## What do I get with a Franchise?

- The Payroll Vault Brand
- Use of the Payroll Vault Name
- Logo
- Website and Search Engine Optimization
- Marketing Materials and Sales Systems
- Marketing and Sales training with on-going support
- Operations training with on-going support
- Library of Sales, Marketing and Operational documents
- Operations Best Practices designed to maximize payroll processing efficiency and increase the revenue potential
- Discounted/Special Vendor Pricing (for Payroll Vault Franchises)
- Our company and team of people are available and dedicated to the success of your franchise (see our detail sheet for more information).
- \*We will also continue to develop and share best practices in both the payroll service industry and in areas of general business and sales.

**How much does it cost to purchase a franchise?** The initial franchise cost is \$28,000.00 and greater of \$350.00 or 6% of monthly billing based on an annualized basis (Jan. 1 – Dec. 31).

**Are there any other costs associated with the franchise?** Yes, the initial Technology Fee of \$750.00 is required. This allows us to set up and manage the franchisee web site. A \$150.00 monthly technology fee is also paid to support and host the website and continue to develop and offer web and technology based marketing solutions to help build the Payroll Vault brand in your market to help drive new business to the franchisee.

**Do you offer back office Payroll processing?** No, we are not a back office payroll solution. Thomson Reuter's myPay solutions is the best solution if you want this kind of service.

**What type of Training is offered?** There is an extensive week-long training program offered as part of the initial investment that is hosted at our headquarters in Littleton, Colorado. The training covers Marketing, Sales and Operations. Hands-on training is also available during your training week to further enhance the "real world" experience and put to practice the skills we will be teaching you. This could entail going on sales calls, attending networking events, meeting with clients, and extensive operations training with Payroll Vault Payroll Specialists. Thomson-Reuters will also provide training for their software. Optional on-site training at your office location can also be arranged for additional cost.

**What documentation is provided to the franchisees?** The franchisee receives an extensive Franchise Manual that outlines the operations of a successful payroll company. In addition, a Training Workbook is provided at the time of training that contains important information that can help lead the franchisee to greater success. Our library of Sales, Marketing and Operational documents is also being continually developed and shared to our franchisees.

**What type of ongoing training is offered?** A weekly one hour training call is scheduled each week. Training subjects alternate on a weekly basis. One week is Sales & Marketing; the next week is Operations Training. These conference calls are attended by all the franchisees and their staff, relevant to the type of training being offered that week, so that we can best support everyone through our best practices processes.

We are also developing additional training tools and programs that will be useful to the franchisee and their staff.

**Do you have protected territories?** Yes, we offer the security of a protected territory. This allows you to focus your marketing and exclusive branding in your territory which will include between 10-20,000 businesses. Act soon to secure your territory.

**Is software included with the franchise?** No, this will be an additional cost. We have a strategic alliance with Thomson Reuters and require the use of their Accounting CS Payroll software solution. Thomson is an industry leading software solution and we have selected them as our software provider both because of cost and operations efficiency.

**How are franchises awarded?** We conduct a personal review of all Payroll Vault candidates that includes an application, credit review, and interview process to attract and award franchises that have the best opportunity for success. Our focus is to award franchises to those we believe have the skills and drive to be successful along with the understanding that they will also be respectful to maintaining and helping build the Payroll Vault brand and reputation.

We are very dedicated to you and your opportunity with a Payroll Vault Franchise.

Please review our "Payroll Vault – Leading the Way" and "Payroll Vault Team" documents to learn more about us and our dedication to offering one of the newest and best opportunities to owning and managing your own business in a rapidly growing market.

For more information on how you can capitalize on a rapidly growing industry by using a successful business model contact Payroll Vault today!

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