



CARING

for People Services®

Caring for People Services Pre-Opening Timetable

Please refer to the following chart for an outline of items that must be completed prior to opening your business. The table is laid out chronologically, beginning with signing the franchise agreement.

Ten Week Chronology	Pre-Opening Task	Caring for People Services Contact for Support
Congratulations!	Sign Franchise Agreement	Caring for People Services Management
Week One after Signing the Franchise Agreement	Register for the next “Caring for People Services Orientation Training” <i>see Training</i>	Caring for People Services Training Coordinator
	Start looking for office space/contact a commercial leasing agent	Caring for People Services Facilities
Week Two	Apply for a business license, if necessary for your state	*support not provided
	Apply for Federal Employer Identification Number (FEIN)	*support not provided
	Choose your business structure and make appropriate filings.	*support not provided
Week Three	Open banking accounts	*support not provided
	Secure Insurance	Caring for People Services Operations Coordinator
Week Four	Ensure all licensing requirements have been met	Caring for People Services Operations Coordinator
	Start interviewing potential staff	*support not provided
	Find all necessary management accounting & legal support	Caring for People Services Legal Coordinator

Week Five	Sign lease/ acquire office space	*support not provided
	Order utilities	*support not provided
	Order telephone and internet	*support not provided
Week Six	Receive Computer and Franchise Package	Caring for People Services Technical Support
	Set up credit card processing accounts	Caring for People Services Operations Manager
Week Seven	Order all necessary office supplies	*support not provided
Week Eight	Order exterior sign	Caring for People Services Advertising Coordinator
	Order marketing collateral & business cards	Caring for People Services Advertising Coordinator
Week Nine	Conduct local market research	Caring for People Services Marketing Coordinator
	Begin networking and establish referral accounts	Caring for People Services Marketing Coordinator
	Launch grand opening advertising campaign (see Marketing)	Caring for People Services Marketing Coordinator
	Write a press release	Caring for People Services Marketing Coordinator
Week Ten Open for Business	Conduct first staff meeting	Caring for People Services Marketing Coordinator
	Find source of labor for large projects	*support not provided
Notes and Miscellaneous Comments	<p>Caring for People Services Orientation Training must be attended prior to opening business. Training is held once a month at the Caring for People Services Corporate Headquarters.</p> <p>Per the Franchise Agreement, you have 3 months from signing the Franchise Agreement to open your Caring for People Services franchise.</p>	Caring for People Services Training Coordinator.