



**COFFEE
DRIVE
THRU**

FRANCHISE ENQUIRY AND CONFIDENTIALITY AGREEMENT

This form gives the Latte Cartelle Franchising Pty Ltd (Latte Cartelle) a brief overview of your personal and work history, qualifications and business plans. It also contains a Confidentiality Agreement which is binding on you, the Latte Cartelle and its agents and advisors. Please note this is not an application for a franchise.

On receipt of this form the Latte Cartelle will send you further detailed information and arrange a personal meeting.



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PLEASE ANSWER ALL QUESTIONS

1. Your Personal Information

Full Name:

Male: [] Female: []

Home Address:
.....
.....

Email Address:

Home Phone: Business Phone:

Mobile Phone:

Date of Birth: Country of Birth:

If contacting you during business hours is sensitive, please provide preferred method of contact:

.....

Own Home: [] Rent: []

Other (specify):

Number of Years at Present Address:

Present State of Health:

Education (highest level attained):

Please list any academic or professional qualifications you hold:

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2. Business Experience

Present /Last Employer

Type of Business

Address

Telephone

Employed From To
Position

Describe Duties and Responsibilities
.....
.....
.....

Number of Staff Supervised []

Reason for leaving (please explain in detail)
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.....
.....

Please list the names of any private companies of which you are a director, officer or shareholder
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3. Your Business Plans

The investment in equipment, capital improvements and basic start up stock for our franchise is between \$180,000 to \$220,000 plus GST, depending on the model and works required at each site. The franchise fee of \$30,000 is additional. In addition you will require some working capital. How do you intent to finance this? (i.e. Borrow against equity in house, cash, loan against other assets). A closer estimate of your site costs will be determined and agreed before you commit to the purchase.
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4. Statement of Assets and Liabilities

Please only complete this if you feel comfortable divulging this information at this initial enquiry stage. We can complete this section later throughout the recruitment process if and when you decide to apply for a franchise.

Assets	
Real estate – current value	
Cash on hand	
Value in business interest	
Shares / bonds / debentures	
Other assets	
Total asset value (A)	\$

Liabilities	
Real estate / Mortgages	
Loans / business / personal	
Personal credit loans	
Other	
Total liabilities (L)	\$

Your Net Worth therefore is your Total Assets minus Total Liabilities

A – L \$

How many hours per week are you willing to spend working in the business?

What is your time frame for investment?

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If no site is available in your area at the time of this enquiry would you like to go into the Franchisee Pool, and thus be offered each site when it becomes available?

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What in particular interests you about a Latte Cartelle franchise?

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Additional information about you and your experience that may be useful to us.

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Confidentiality Agreement

This Agreement is between the Latte Cartelle Franchising Pty Ltd ("Latte Cartelle", "we", "us" or "our") and (Insert your name/s) ("The Franchise Enquirer", "you" or "your").

The Franchise Enquirer wishes to evaluate the Latte Cartelle business in order to decide whether to apply to become a franchisee of Latte Cartelle Franchising Pty Ltd For this purpose Latte Cartelle agrees to provide the Franchise Enquirer with confidential information relating to the operation of the Latte Cartelle franchise.

The Franchise Enquirer and Latte Cartelle agree as follows:

1. You warrant that you will keep confidential all of the information provided to you by us and that you will not, without our prior consent, disclose any of that information to any third party (your professional advisors excepted). You acknowledge that this warranty is given on behalf of any entity or associate under your influence or control.
2. Without limiting the general nature and extent of this warranty, the information which you warrant to keep confidential and not disclose to others includes our technology, know-how, trade secrets, documents, files, records, reports, plans, trade marks (including trade marks pending), feasibility studies, business plans, franchise agreements, operating manuals, franchise disclosure documents and marketing plans.
3. You warrant that the sole purpose for which you are seeking access to the information is for you to decide whether to apply for one of our franchises. You warrant that you will not use the information for any other purpose or for your own benefit or to improve, construct or change another business in any way.
4. We agree to keep confidential any confidential information provided to us by you (our agents and professional advisors accepted who will do likewise).
5. This agreement will continue in time but will not apply to any other information which;
 - a) Is already known to the other party at the time of disclosure
 - b) Is in the public domain at the time of disclosure
 - c) Is disclosed to the receiving party by a third party; or
 - d) Enters the public domain after disclosure otherwise than through a breach of this agreement by one of the parties.
6. You acknowledge that the execution of this agreement does not oblige us to disclose any particular information to you and we retain absolute discretion as to which information we disclose to you.
7. You undertake that you will upon request, immediately return to us all information, documents and other such materials we supply to you. You further undertake not to retain any copies of any such information, documents or materials.
8. You agree that you will not rely upon information provided by us in deciding whether to apply for one of our franchises without first obtaining independent financial and legal advice.



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Executed as a Deed;

Signed on behalf of Latte Cartelle Franchising Pty Ltd

By

Signature Date

Agreement, Acknowledgement and Declaration by signing below:

I agree, as the Franchise Enquirer to be bound by the terms of the above Confidentiality Agreement;

I acknowledge that;

- 1 Latte Cartelle will or may rely upon the information in the form when deciding whether to accept an application I may later make for a Latte Cartelle Franchise.
- 2 Latte Cartelle may decline to accept any application I may later make for a Latte Cartelle franchise without giving reasons for their decision.
- 3 In completing and returning this form, neither Latte Cartelle nor its agents are under any obligation to me whatsoever except that they must treat all the information I have supplied in the strictest confidence; and

I declare that all the information supplied in this form is true, correct and complete.

Signature Date Signed

Print Name

Witness Date Signed

Print Name

On completion of this form return by fax or mail to

**Administration
Latte Cartelle Franchising Pty Ltd
PO Box 2166
Oakleigh Vic 3166
T: 1300 78 33 42
F: (03) 9568 0752**