

Thank you for your interest in becoming an Exemplar Associates licensee! This guide provides an overview of the information and materials you will need to compile and submit in order to be considered by our clients.

- 1** Submit a complete company overview and proposal to support@exemplarassociates.com. This document should address and include, at a minimum, the following:
 - Key company information (address, phone, web address, mission, etc.)
 - Contact information for company officers (owner, sales, finance, licensing, etc.)
 - Product details
 - Sales & distribution strategy
 - Manufacturing & supplier information
 - Global citizenry programs
 - Points of differentiation

- 2** Upon receipt and following the review of your overview and proposal, Exemplar Associates will schedule a phone call with your company to discuss your submission, ask additional questions, and get to know you.

- 3** If accepted to proceed, and following Exemplar's consultation with our client(s), you will be asked to supply the following:
 - Product samples
 - Fair Labor Association affiliation
 - Certificate of Insurance
 - Factory/manufacturer list
 - Application fee (non-refundable)

- 4** After the successful and complete review of your step 3 materials, you and your company will be activated within Workspace, our online management portal, to complete the licensing phase. Required documents and materials at this step are:
 - Exemplar License Agreement
 - Schedule A: Term Sheet
 - Schedule A-1: Code of Conduct Requirements
 - Schedule B: Manufacturer's Agreement
 - Payment of royalty advances

- 5** With steps 1-4 finished, you will be licensed!

Questions? Please email support@exemplarassociates.com