

Meeting a New Prospect

# Getting Paid

GetintheLoop HQ does all billing and collection for the franchise network. We remit the franchisee portion to each local owner twice a month.

We use Chargebee to manage all partner billing. Chargebee invoices, processes the credit payments, and tracks the amounts to be paid to local owners.

Each local owner has a signup link tagged with their Franchise Area code. When you use the link to sign up a partner, the subscription is tagged with your Franchise Area code to make sure you get paid for it.

Reports are uploaded to Hubspot semi-monthly (mid-month and month-end) and matches the amount deposited into your bank account.

# Payments and Reports

## Getting Paid

### Payments

We send an e-payment to your bank account twice a month; mid-month and month-end accompanied by an email confirming the payment.

**Note:** The e-payment system sends the notification to one email address. If you want this email address changed, contact [accounting@getintheloop.ca](mailto:accounting@getintheloop.ca)

### Reports

Two reports, the **Revenue Share Report** and the **Revenue Share Remittance** get uploaded to your Hubspot.

To search for your Franchise Area code (e.g.: ON0007) in Hubspot, go to the Contacts drop down menu which can be found at the upper left corner and select Companies. In the search field, enter your market name or Franchise Area code. Click on your Company and navigate to attachments which can be found at the right side just under payments

**Note:** You will only receive a **Revenue Share Remittance** if a payment is made to you during that specific remittance period. To change your bank account information, contact [accounting@getintheloop.ca](mailto:accounting@getintheloop.ca)

# Remittance Documentation

## Getting Paid

- The Revenue Share Remittance matches the payment deposited into your bank account and will always match the Revenue Share Report.
- The payment includes revenue for your Franchise Area, as well as revenue share from other franchise areas and/or national partners.
- It will also deduct your semi-monthly GITL technology fee from the total.
- The amount paid includes sales taxes so you can record sales tax input credits.

### Revenue Share Remittance

Franchisee Details:  
SAMPLE (BC0044)  
1234 BROWN Rd  
FAKETOWN BC A1B 1C1  
GST/HST #: 123456789RT0001

**Period End Date**  
15 Jun 2021

**Purchaser**  
GetintheLoop Local  
Marketing Inc.  
200-1353 Ellis St.  
KELOWNA BC V1Y 1Z9  
CANADA

Description	Amount CAD
Revenue share for the period end noted above.	1,266.80
Revenue share from other franchise areas and national partners.	512.00
Semi-monthly GITL technology fee for the period end noted above.	(80.00)
	Total GST 5% 84.94
	<b>TOTAL CAD 1,783.74</b>

# Revenue Share Report

## Getting Paid

The Revenue Share Report is a spreadsheet detailing what's included in the Revenue Share Remittance. The data is exported from Chargebee and is reported in Excel. Following is a description of the data.

### Workbook Structure

The Revenue Share Report consists of a year-to-date summary tab labeled YTD Summary, as well as a tab for each reporting period. For example, the Period 1 tab has data for the Jan 1st-15th reporting period, the Period 2 tab has data for the Jan 15th-31st reporting period, etc.

**Note:** Sometimes tabs are hidden for efficiency. Unhide tabs by right-clicking on any tab and selecting Unhide. Choose the tab you would like to unhide and select OK.

### YTD Summary

This tab summarizes data from each reporting period. It will be a useful tool to use when compiling your totals for year end purposes (taxes etc.). Simply look to the bottom row of the table labeled Running Balance to read year-to-date totals for things like revenue numbers.

# Revenue Share Report

## Getting Paid

Each period tab is broken into four sections.

### Summary

This section starts by specifying the Reporting Period dates and your Franchise Area code. The Net Payment will always match the total dollar amount on your Revenue Share Remittances as well as what is deposited into your bank account.

Revenue from Your Partners and Revenue Share & National Partners are added together to get a **Total Revenue Share** amount. Then GST or HST is added based on your province.

Next, the Semi Monthly Technology Fee (and GST/HST as applicable) is deducted from the total and results in the Net Remittance after Technology fee amount.

On occasion, a Franchise can have a negative balance from a prior period. If this is the case, the Prior Balance owing is deducted from the Net Remittance after Technology fee amount, to give a Net Payment.

<b>Reporting Period:</b>	01-Jun-21	15-Jun-21
<b>Franchise:</b>	BC0044	
<b>Summary</b>		
<b>Net Franchise Revenue</b>		
Your Partners	1,266.80	
Revenue Share & National Partners	512.00	
Total Revenue Share	1,778.80	
GST/HST on Franchise Revenue	88.94	
<b>Net Remittance after GST/HST</b>	1,867.74	
<b>Semi Monthly Technology Fee</b>	80.00	
GST/HST on Technology fee	4.00	
<b>Total Technology Fee</b>	84.00	
<b>Net Remittance after Technology fee</b>	1,783.74	
<b>Prior Balance owing</b>	-	
<b>Net Payment</b>	1,783.74	

## Getting Paid

Each period tab is broken into four sections.

## Your Partners

This section is specific to Revenue Share for your partners.

**Note:** The column structure for the Your Partners and Revenue Share & National Partner sections are the same. There are slight differences to the calculations which are described below.

[illegible]

# Revenue Share Report

## Getting Paid

----- Your Partners continued -----

### 1 Column B - Plan Name

Your partners are grouped by Plan. Because the data is exported from the billing system, the plan names are not identical to the plan names on the platform.

### 2 Column C to E - Company Name, Invoice Number, and Date

These columns list the billing details for each of your partners including Company Name, Invoice Number, and Invoice Date.

Only paid invoices are listed. The invoices are dated when they are generated. In most cases, the invoice date is the same as the payment date, especially for credit card payments.

Invoices paid by cheque may take 30 days or more after the invoice date because it takes that long for GetintheLoop to receive payment.

	1	2	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Plan Name	Company Name	Invoice Number	Invoice Date	Invoice Amount	Refunded Amount	Tax on Invoice	Coupon ID	Coupon Discounts	Payment Method	Revenue Portion	Franchisee Revenue without Tax	Credit Card Fees	GITL Royalty on Coupons	Net Franchisee Revenue	Paid on	Referring Franchise	NS Rev Share 1
26																		
27	gitl-local-monthly-plan	Sample Business 1	123456	June 12, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
28		Sample Business 2	123457	June 7, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
29		Sample Business 3	123458	June 5, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
30		Sample Business 4	123459	June 1, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
31		Sample Business 5	123460	June 1, 2021	\$157.50	\$0.00	\$7.50	GITL75_DF1	\$75.00	Card	70%	105.00	3.20	22.50	\$79.30			
32		Sample Business 6	123461	June 14, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
33		Sample Business 7	123462	June 15, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
34		Sample Business 8	123463	June 5, 2021	\$115.00	\$0.00	\$15.00			Card	70%	70.00	2.33	-	\$67.67			
35	gitl-monthly-starter-plan	Sample Business 9	123464	May 1, 2021	\$105.00	\$0.00	\$5.00			Card	70%	70.00	2.13	-	\$67.87			
36		Sample Business 10	123465	June 10, 2021	\$105.00	\$0.00	\$5.00			Card	70%	70.00	2.13	-	\$67.87			

# Revenue Share Report

## Getting Paid

### 3 Column F - Invoice Amount

Gross amount of the invoice including any applicable sales taxes. This column is the basis for the calculations in the next few columns.

### 4 Column G – Refunded Amount

Occasionally invoices are generated and paid which end up being refunded. Any refunds will be shown here. There is no revenue share for refunded payments.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Plan Name	Company Name	Invoice Number	Invoice Date	Invoice Amount	Refunded Amount	Tax on Invoice	Coupon ID	Coupon Discounts	Payment Method	Revenue Portion	Franchisee Revenue without Tax	Credit Card Fees	GITL Royalty on Coupons	Net Franchisee Revenue	Paid on	Referring Franchise	NS Rev Share 1
26																		
27	gitl-local-monthly-plan	Sample Business 1	123456	June 12, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
28		Sample Business 2	123457	June 7, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
29		Sample Business 3	123458	June 5, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
30		Sample Business 4	123459	June 1, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
31		Sample Business 5	123460	June 1, 2021	\$157.50	\$0.00	\$7.50	GITL75_DF1	\$75.00	Card	70%	105.00	3.20	22.50	\$79.30			
32		Sample Business 6	123461	June 14, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
33		Sample Business 7	123462	June 15, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
34		Sample Business 8	123463	June 5, 2021	\$115.00	\$0.00	\$15.00			Card	70%	70.00	2.33	-	\$67.67			
35		Sample Business 9	123464	May 1, 2021	\$105.00	\$0.00	\$5.00			Card	70%	70.00	2.13	-	\$67.87			
36		Sample Business 10	123465	June 10, 2021	\$105.00	\$0.00	\$5.00			Card	70%	70.00	2.13	-	\$67.87			



# Revenue Share Report

## Getting Paid

### 5 Column H – Tax Total

This is the sales tax amount included in Column F.

### 6 Column I & J – Coupon ID and Coupon Discount

These columns identify subscriptions with coupons associated and also lists the discount value of the coupons.

### 7 Column K – Payment Method

If a credit card is the payment method, Card will be displayed.

Other in this column currently represents cheque or e-transfers.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
26	Plan Name	Company Name	Invoice Number	Invoice Date	Invoice Amount	Refunded Amount	Tax on Invoice	Coupon ID	Coupon Discounts	Payment Method	Revenue Portion	Franchisee Revenue without Tax	Credit Card Fees	GITL Royalty on Coupons	Net Franchisee Revenue	Paid on	Referring Franchise	NS Rev Share 1
27	gitl-local-monthly-plan	Sample Business 1	123456	June 12, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
28		Sample Business 2	123457	June 7, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
29		Sample Business 3	123458	June 5, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
30		Sample Business 4	123459	June 1, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
31		Sample Business 5	123460	June 1, 2021	\$157.50	\$0.00	\$7.50	GITL75_DF1	\$75.00	Card	70%	105.00	3.20	22.50	\$79.30			
32		Sample Business 6	123461	June 14, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
33		Sample Business 7	123462	June 15, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
34		Sample Business 8	123463	June 5, 2021	\$115.00	\$0.00	\$15.00			Card	70%	70.00	2.33	-	\$67.67			
35	gitl-monthly-starter-plan	Sample Business 9	123464	May 1, 2021	\$105.00	\$0.00	\$5.00			Card	70%	70.00	2.13	-	\$67.87			
36		Sample Business 10	123465	June 10, 2021	\$105.00	\$0.00	\$5.00			Card	70%	70.00	2.13	-	\$67.87			

# Revenue Share Report

## Getting Paid

### 11 Column L – Revenue Portion

Represents the split you receive from your partner's paid invoices. This amount is most commonly 70%.

### 12 Column M – Net Franchise Revenue without tax

This column removes sales tax from Column F for revenue split calculation purposes. Sales taxes are added back to the total in Column P.

### 13 Column N – Credit Card Fees

Transaction costs are shared based on the revenue split. Different payment methods have varying costs associated. Note: You can see the relevant transaction cost percentage within the formula in each cell. Currently, credit card fees are 2.9%, but could fluctuate in the future depending on our costs.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Plan Name	Company Name	Invoice Number	Invoice Date	Invoice Amount	Refunded Amount	Tax on Invoice	Coupon ID	Coupon Discounts	Payment Method	Revenue Portion	Franchisee Revenue without Tax	Credit Card Fees	GITL Royalty on Coupons	Net Franchisee Revenue	Paid on	Referring Franchise	NS Rev Share 1
26																		
27	gitl-local-monthly-plan	Sample Business 1	123456	June 12, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
28		Sample Business 2	123457	June 7, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
29		Sample Business 3	123458	June 5, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
30		Sample Business 4	123459	June 1, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
31		Sample Business 5	123460	June 1, 2021	\$157.50	\$0.00	\$7.50	GITL75_DF1	\$75.00	Card	70%	105.00	3.20	22.50	\$79.30			
32		Sample Business 6	123461	June 14, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
33		Sample Business 7	123462	June 15, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
34		Sample Business 8	123463	June 5, 2021	\$115.00	\$0.00	\$15.00			Card	70%	70.00	2.33	-	\$67.67			
35		Sample Business 9	123464	May 1, 2021	\$105.00	\$0.00	\$5.00			Card	70%	70.00	2.13	-	\$67.87			
36		Sample Business 10	123465	June 10, 2021	\$105.00	\$0.00	\$5.00			Card	70%	70.00	2.13	-	\$67.87			

# Revenue Share Report

## Getting Paid

### 14 Column O – GITL Royalty on Coupons

Historically, providing your partner with a coupon affected the percentage of revenue split. This column calculated the cost of applying/offering the coupon. Note: Effective Sept 16, 2021, there will no longer be royalties charged on coupons and this column will be empty.

### 15 Column P – Net Franchisee Revenue

This is the net amount to be paid for each invoice collected. The amounts here are before the sales taxes are re-added in the Summary Section. Occasionally you will find an amount (or amounts) highlighted in red on the partner record. These negative amounts will have comments with them and are commonly for refunds on invoices from prior to the start of the current semi-monthly reporting period.

### 16 Subtotals for the Section

The bottom line shows the subtotals for the section. The far-right column includes the total Net Franchise Remittance subtotal, which is then brought up to the Summary Section as the total.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
26	Plan Name	Company Name	Invoice Number	Invoice Date	Invoice Amount	Refunded Amount	Tax on Invoice	Coupon ID	Coupon Discounts	Payment Method	Revenue Portion	Franchisee Revenue without Tax	Credit Card Fees	GITL Royalty on Coupons	Net Franchisee Revenue	Paid on	Referring Franchise	NS Rev Share 1
27	gitl-local-monthly-plan	Sample Business 1	123456	June 12, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
28		Sample Business 2	123457	June 7, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
29		Sample Business 3	123458	June 5, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
30		Sample Business 4	123459	June 1, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
31		Sample Business 5	123460	June 1, 2021	\$157.50	\$0.00	\$7.50	GITL75_DF1 \$75.00		Card	70%	105.00	3.20	22.50	\$79.30			
32		Sample Business 6	123461	June 14, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
33		Sample Business 7	123462	June 15, 2021	\$236.25	\$0.00	\$11.25			Card	70%	157.50	4.80	-	\$152.70			
					\$2,005.00	\$0.00	\$105.00		\$75.00			\$1,330.00	\$40.70	\$22.50	\$1,266.80			
															To Summary			

# Revenue Share Report

## Getting Paid

### Revenue Share & National Partners

This section is specific to revenue share from other franchise areas as well as National Partners. Note: The column structure for the Your Partners section and the Revenue Share & National Partners section is the same. There are slight differences to the calculations which are described below.

2	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Plan Name	Company Name	Invoice Number	Invoice Date	Invoice Amount	Refunded Amount	Tax on Invoice	Coupon ID	Coupon Discounts	Payment Method	Revenue Portion	Franchisee Revenue without Tax	Credit Card Fees	GITL Royalty on Coupons	Net Franchisee Revenue
	NS_gitl-local-plan	Sample Business - Mall 1	456789	12/1/2020	\$ 3,864.00	\$ -	\$ 504.00			Other	15%	504.00	-	-	\$504.00
	Sunrise Records	Sample Business - NP 1	567891	March 30, 2020	\$ 8.96		\$ 0.96			Other	100%	8.00	-	-	\$8.00
											70%	0.00	-	-	\$0.00
											70%	0.00	-	-	\$0.00
					\$3,872.96	\$0.00	\$504.96		\$0.00			\$512.00	\$0.00	\$0.00	\$512.00
															To Summary

#### 1 Column L – Revenue Portion

Represents the details on what you receive from each paid invoice. In the Revenue Share & National Partner section the revenue split will either be 15% or 100% depending on if you are being paid a portion of the total bill, or a set amount per location.

#### 2 Subtotals for the Section

The bottom line of each section is the subtotals for that section. The far-right column includes the total Net Franchise Remittance subtotal, which is then brought up to the Summary Section as the total.

# Revenue Share Report

## Getting Paid

### Non-Paying Partners

This section lists your partners not on a paid plan. These are included to give you insight into who is on the Platform in your area so you can ensure that each of your partners are being serviced and have live offers on the Platform.

Note: Each Period tab will only include partners that renewed during that period. To see a complete listing look at both reporting periods for the month. For example Period 11 and Period 12 to look at the complete listing for June.

Non-paying partners	
Plan Name	Company Name
community-plan	Sample Business 13
	Sample Business 14
	Sample Business 15
	Sample Business 16
	Sample Business 17
partnership-extension-plan	Sample Business 18
	Sample Business 19
	Sample Business 20
	Sample Business 21
	Sample Business 22
	Sample Business 23
	Sample Business 24
	Sample Business 25