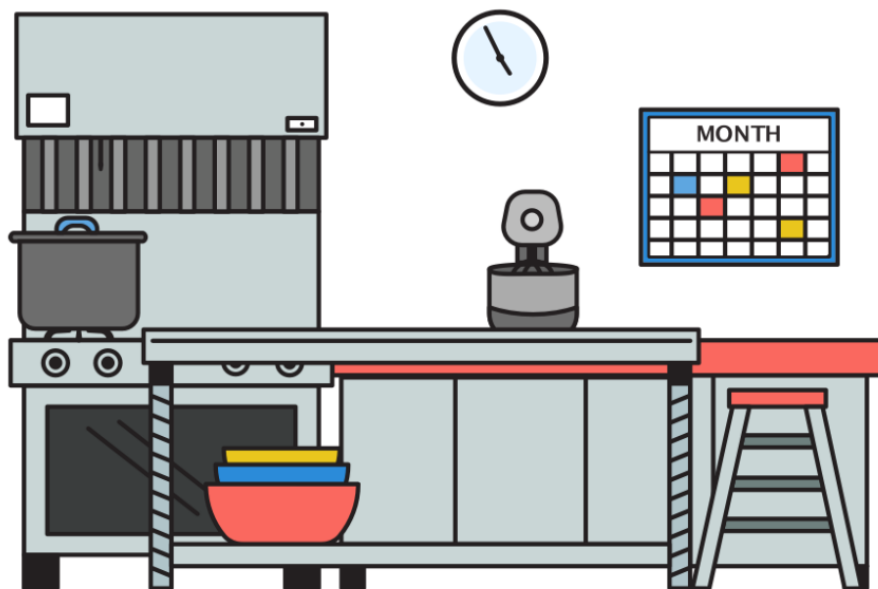


Client Onboarding Email Template

Use this email template as a guide to communicate the account setup process with your clients. Edit & send this to your clients to get them oriented with The Food Corridor!



Hi Everyone,

Welcome to [kitchen name]! We will be using The Food Corridor to manage our booking, document management, invoicing, and payment systems. This platform will have 4 big benefits for you:

- Easy kitchen scheduling and a one-stop-shop account monitoring from your phone, tablet, or computer
- Easy payments, tracking, and reporting of all your kitchen related expenses
- Expiration date tracking for your business license, food handler card, and insurance
- Partner discounts on insurance, printing food labels, and more

A few things to note... You will need to:

1. Create an account at: https://app.thefoodcorridor.com/en/signup?default_kitchen= (add your Invite Client link here)
2. Set up your payment method in your Account Settings
3. Begin uploading your required documents in your Documents tab
4. Request your first booking on the calendar once your kitchen approves you.

Here is a [tutorial](#) to help you get started, and a [quick video](#) on how to book time.

Billing Information:

Kitchen billing. You do not have to submit payment! You will be charged automatically. All billing charges will show up on your credit card or bank statement as a charge from Stripe, [kitchen name], or The Food Corridor.

Monthly Plan and Monthly Charges. Any recurring monthly charges will appear as a monthly bill on your Billing tab for your review on the 3rd of the month - you will also receive a notification. You will be charged for your monthly bill automatically on the 5th of the month.

Hourly Plan. If you are on an hourly plan, or "pay as you go," you will be charged for your kitchen time on the day that your booking takes place.

Other Fees and Cancellations. Any one-time fees and cancellation charges are automatically charged within 24 hours.

Please be patient with us as we move forward with our launch and the new platform. You can contact The Food Corridor Gnomes anytime directly at hello@thefoodcorridor.com or access their Help Center at <http://help.thefoodcorridor.com/just-for-food-businesses>.

Thank you,

[kitchen manager's name]