



CENTRE DIETER INTAKE AND SETUP

CENTRE WILL:

1. Conduct Dieter Intake to include: Health Profile, assessment, presentation, weights and measures, photo(s), set-up dieter file, establish follow-up and coaching schedule, demonstrate how to prepare Ideal Protein foods.
2. Introduce Dieter to the R4L/IP Dieter Website, and conduct tutorial.
3. Select initial Food Order (together with dieter) and complete a products Order Form. Dieter to take 1 copy home, Centre retains a file copy and one copy will be emailed to R4L, as noted in paragraph 7 below. Ensure that dieter order includes minimally 3 weeks of product comprised of minimally 10 boxes (4 for week 1, and 3 boxes for each of weeks 2 and 3)...plus program supplements, shaker cup, etc.
4. Provide and review program literature and preparation instruction, to include: foods to remove from the home pantry, foods to purchase for use with protocol, message to deliver to family and friends, order (as noted above, that they will place through their new program web page), preview and copy key documents, to include: protocol phase I, food preparation instructions, Your Last Diet, What You May Experience, Progress Chart, Food Diary, etc.
5. Instruct Dieter to expect an email from R4L within 24 hours (during business hours) with their program web page access and password information. Advise that upon receipt, they are to log on and place their initial order (using the shopping cart), following the order form created with their coach, as referenced above. To ensure confident success, encourage dieter to explore their website and contact their Centre coach with any questions.
6. Collect enrollment, set-up and coaching fee from dieter.
7. Email R4L the completed Dieter Intake Form with Dieter name, address, phone, email, coach name, date of enrollment, date to start diet. Please attach a copy of the start-up order, as determined by Centre and Dieter during intake.

R4L WILL:

1. Upon receipt of Centre email, record dieter into the system.
2. Email Dieter their password information and website use instructions.
3. Email Centre confirmation of receipt and dieter set-up.

DIETER WILL:

1. Go online and place their initial order, and explore the many resources available on the site.
2. Communicate with Centre that: 1) they have placed their initial order, and 2) organise start-up date and follow-up schedule.

DURING WEEKLY CONSULTS, CENTRE CONTINUES TO REMIND DIETER(S) TO ORDER BASED ON PROTOCOL, AND PROVIDES ONGOING PROGRAM GUIDANCE AND SUPPORT.