

# Achilles Referral Partner Implementation Checklist

Item	Description	Assigned To:	Completed
1.	<b>Sales Organization</b> ✓ Provide an organization chart for the sales and client success teams with email and phone contact information.		
2.	<b>Partner Training</b> ✓ Schedule on-line training to provide a high level overview of Achilles' services with Partner's management, salespeople and client success team. Emphasize the goal is to "introduce" not "sell" Achilles.		
3.	<b>Create co-branded Flyer and co-branded Website Page</b> ✓ Provide Achilles with an EPS format logo and contact information (address, email and phone number) for an electronic co-branded flyer. A co-branded website page can also be created.		
4.	<b>Partner's Website</b> ✓ Possibly add a description of Achilles' services to Partner's website.		
5.	<b>Partner Webinar</b> ✓ Schedule a webinar for Partner's clients and prospects to introduce an overview of Achilles' Supplier Risk Assessment Programs.		
6.	<b>First Referrals</b> ✓ Identify 5 existing clients we can approach together within the first 60 days.		
7.	<b>Monthly Status Calls</b> ✓ Schedule monthly status calls for the first 12 months.		
8.	<b>Partner Conference (if applicable)</b> ✓ Determine most effective way to promote partnership during conference (i.e. speaking, break-out sessions, sponsorships and other marketing opportunities).		
9.	<b>Additional Discussion Points</b> ✓ A Lead becomes a referral after the Discovery call ✓ White Papers ✓ Salesperson's page for their deck ✓ What is salesperson's commission?		

Should you have questions regarding this information, please contact your Achilles Referral Partner Implementation Manager.