

Paragon Auto JUST LISTED Order Form

AGENT INFORMATION

Name: _____ Company: _____ Managing Broker: YES NO

Email: _____ Phone: _____ Date: _____

CREDIT CARD INFORMATION*

Number _____ Exp _____

*Will be kept on file for all auto just listed orders.

Size: JUMBO (8.5x5.5) STANDARD (5.5x4.25) Quantity: _____

Stock: _____

Company Template Design Custom Design (no charge first time) Charge Custom (\$35/hour) Time: _____

MLS# _____ Address: _____

Other (email/phone/special instructions): _____

Mailing Information: Direct Mail: MAIL MAP RADIUS

CLIENT DETAILS

PROCEDURES & AGREEMENT

- MLS report will be pulled Monday thru Friday at 9:00AM
- Approved template on file will be used to create an artwork proof - emailed to agent 1-2 business days after order
- Credit Card charged upon order

AGENT APPROVES ARTWORK PROOF: (Please check 1)

- If the PAAR Marketing Center does not receive approved artwork proof (and/or corrections) within 2 business days; it should be considered approved and sent.
- Postcard should NOT be sent without agent approval. I understand only 1 email reminder will be sent.
- Templates on file must be used - special orders will incur additional charges. See page 2 to select templates/custom design.

SIGNATURE: _____

PLACE ORDER

Quantity _____ \$ _____

Tax \$ _____

Design Charge \$ _____

TOTAL \$ _____

METHOD OF PAYMENT

Cash Paid _____

Check Paid _____

Credit Card Paid _____

Comments: