

# Marketing plus ORDER FORM

## Required items needed to process *your* order:

Property Description/MLS Printout/Text, Template     Completed Order Form     Photo(s)     Logo/Realtor Photos     Payment

## Turn around time for postcards & brochure:

*Proof Stage:* 2 business days for standard templates -3 to 4 days for custom designs from receipt of all required items needed to complete -

*Print Stage:* 1 to 3 business days from date of *YOUR approval*

**RUSH ORDERS \* ADD \$5.00**

Turn around time for homebooks: 2 business days for standard templates

**CUSTOM FEE \*\*ADD \$35.00 (any setup over an hour or after 2 proofs)**

## Variables which can delay your order:

Not receiving all items stated above     Timeliness of approvals     Making numerous changes to proof  
 Holidays, equipment failure, delays in delivery service, weather, etc.     Not receiving payment

## ◆ YOUR INFORMATION:

DATE & TIME ORDERED: \_\_\_\_\_

CUSTOMER'S NAME: \_\_\_\_\_

COMPANY & ADDRESS: \_\_\_\_\_

PHONE #S & EMAIL: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ MLS# \_\_\_\_\_

## ◆ MARKETING PROGRAMS:

■ 200 Program \$83\*

■ 300 Program \$123\*

Date Needed: \_\_\_\_\_

\* \$5.00 extra if using Premium printing

## ◆ BROCHURES:

■ Brochure - Quantity? \_\_\_\_\_ Color (.41cts ea.) or Black & White (.07 cts ea.)

Date Needed: \_\_\_\_\_

## ◆ POSTCARDS:

■ Postcards: **SIZE: Small Cards** (.23cts ea. or Premium .24cts ea.) **Large Cards** (.41cts ea. or Premium 46cts ea.)

■ Just Listed - Quantity? \_\_\_\_\_ ■ Other - Quantity? \_\_\_\_\_

■ Just Sold - Quantity? \_\_\_\_\_ Date Needed: \_\_\_\_\_

## ◆ HOME BOOK INFORMATION:

Special Features: \_\_\_\_\_

Inclusions: \_\_\_\_\_

Exclusions: \_\_\_\_\_

Earnest Money:\$ \_\_\_\_\_ Possession: \_\_\_\_\_ HOA Company & Dues: \_\_\_\_\_

Date Needed: \_\_\_\_\_

You Can Email Info & Photos (in a "TIFF" or a "JPEG") to MarketingFC@stgco.com  
Call Jennifer Shepherd at 970.225.8571 or Tara Rand at 970.225.8572 for any questions!  
Thanks for choosing Security Title!