



INSTRUCTIONS: YOU MUST DOWNLOAD AND SAVE THIS FORM TO YOUR DESKTOP FIRST or it will save BLANK!

1. Open order form from your desktop and complete, save to your desktop ENSURING you LABEL the new file with the client name and property address.
2. Upload the correct number of high resolution photos to the FTP site.
3. Attach completed order form to an email and mail to realestate@ultimate-imaging.com. Include payment form as well if you have not ordered within 6 months please.

***FTP Instructions can be found at <http://www.ultimate-imaging.com/real-estate/content-upload/>

AGENT NAME _____ **COMPANY** _____

PRODUCT _____ **NUMBER TO PRINT** _____ (\$35.00 min order per product)

AGENT EMAIL _____ **AGENT PHONE** _____

***PAPER STOCK (CHOOSE ONE)**

FLYERS/BROCHURES & NEWSLETTERS

_____ 28# (Good for outside boxes) _____ 100#Gloss Text _____ 100# Gloss Cover (most frequently used)

POSTCARDS

_____ 100# Gloss Cover (most frequently used) _____ 130# Semi-Gloss Cover (10% upcharge) _____ 14pt High-Gloss Cover ((25% upcharge)

**If no stock is chosen - default will be 100# gloss cover*

POSTCARD MAILER DATABASE OPTIONS (as applicable):

_____ I will e-mail you my database

_____ Please pull a database using: Radius Search around property for a total count of: _____ addresses. The neighborhood is: _____ (must provide).

TEMPLATE INFORMATION/SPECIAL INSTRUCTIONS (as applicable):

Property Address: _____ Neighborhood: _____

Zip: _____ MLS #: _____

Property Description/Bullets: