



INSTRUCTIONS: 1. Download form and save it to your desktop. 2. Complete form 3. RE-SAVE to your desktop 4. Attach to an email and mail to realestate@ultimate-imaging.com. 5. Upload high resolution headshots and logos to the FTP site (Instructions below).

AGENT NAME _____ **COMPANY** _____

Your Mission Statement

6 Services or Strategies You Provide

6 Testimonials About You

HEADSHOTS AND LOGOS

FTP UPLOAD INSTRUCTIONS: First download your **HIGH RESOLUTION** pictures from your web source to your computer. Choose your preferred photos for your order and place them into a folder/file on your computer. Ensure you **label this file** with the property address and your name! You may include your text and bullet information for the property in a word document as well.

NECESSARY STEP: Compress the Folder/File (ZIP). On a PC, right click on your mouse and choose SEND TO - Compressed (Zipped) folder. If on a MAC - ask your IT staff for assistance.

Paste this link into your browser:

<http://upload.ultimate-imaging.com:8000>

Your username and password will both be: **uicustomer**

To upload a file:

1. Click on the Browser Uploader button in the navigation menu at the top left corner of your screen.
2. A pop-up window will appear allowing you to upload as many as files as you need. Use the Browse button(s) to select your COMPRESSED/ZIPPED FILES from a location on your computer system. (If you do not ZIP your files they will be deleted from the server.
3. Click the Start Upload button at the bottom of the pop-up window.
4. A temporary pop-up window will appear showing the progress of the upload. It will disappear when the upload is complete. It will NOT tell you your upload as successful.
5. Select Logout from the navigation menu in the top left corner of your screen.