



Agent's Name _____

Property Address, City _____

Please complete reverse side also

Select the Services Desired	Services Offered	Price of Services
<input type="checkbox"/>	Gold Package: Includes <u>one trip</u> to the house for photographs, room measurements, 1 or 2 page flyer, upload into Singleentry (MLS & KWLS), scan the paperwork to Dot Loop; make copies of the flyer (at agent's expense); online entry to CSS; add flyer to the new listing board, email link from Singleentry to all our Agents. Price changes & make copies (at agent's expense) for the life of the listing.	\$250.00 * (Add \$25.00 if more than 15 miles from the office)
<input type="checkbox"/>	**** If over 5,000 sq ft - additional fee	\$50.00
<input type="checkbox"/>	***** If over 15 miles (one way) from KW-Plano - additional fee per listing	\$25.00
<input type="checkbox"/>	Silver Package: Includes <u>one trip</u> to the house for photographs, room measurements, MLS entry & CSS entry. <u>(Does not include flyer or scanning paperwork to Dot Loop)</u>	\$175.00 *
<input type="checkbox"/>	MLS Entry Only: <u>(Agent provides photos, description for MLS, features & room measurements) Does not include CSS setup, flyer or scanning listing docs to Dot Loop.</u>	\$50.00
<input type="checkbox"/>	MLS Entry with Photos, CSS Setup & Scanning to Dot Loop <u>(Agent provides photos, description for MLS, features & room measurements) Does not include flyer</u>	\$75.00
Individual Pricing: (Agent provides all listing info & photos)		
Flyer Only:		
<input type="checkbox"/>	Agent provides photos, room measurements & descriptive text	\$50.00
Photography Only: **** (If over 5,000 SF add additional \$50)		
<input type="checkbox"/>	Interior & Exterior photos (Includes Enhancing) <u>Agent enters photos in MLS</u>	\$75.00
<input type="checkbox"/>	Interior & Exterior photos (Includes Enhancing). <u>I enter photos in MLS</u>	\$100.00
<input type="checkbox"/>	***** If over 15 miles (one way) from KW-Plano - add additional fee per listing	\$25.00
<input type="checkbox"/>	<u>Additional</u> trip to house due to weather or house not ready, etc.	\$50.00
Dot Loop, KWLS, & Greensheets:		
<input type="checkbox"/>	Enter Listing Info in KWLS Only	\$10.00
<input type="checkbox"/>	Scan any documents to Dot Loop only (\$10/per scan)	\$10.00
<input type="checkbox"/>	Create Greensheet & scan contract to Dot Loop	\$25.00

TOTAL \$

Agent Information - (Please complete Agent & Seller Information)

KW.com Login _____	Password _____	
NTREIS Login _____	Password _____	Email _____
Agents Cell Phone #: _____	Copier Code _____	# of Color Flyers _____
Agent Designations: (Circle) ABR, CRS, GRI, CCIM, E-PRO, _____		

Seller Information

Property Address _____ City _____ Zip _____

Homeowner's Name _____

Email _____ Price \$ _____

Seller's Contact # for showings _____

Alarm Code _____ Alarm Pad Location _____

Showing Instructions _____

_____ Pets _____

Do you want Seller to receive feedback info from CSS? Yes _____ No _____

Agent Support Center only—Do not write in this section

_____ Received all listing paperwork from Agent _____ MLS # _____

_____ Took photos of the house

_____ Took measurements of the house

_____ Verified Schools: E-_____ M-_____ H-_____ Sr.H-_____

_____ Verified Square Footage _____ Tax Rolls _____ Appraisal _____

_____ Entered into Single-entry _____ Photos _____ Seller's Disclosure _____ Survey _____ LBP _____

_____ Entered on CSS Website

_____ Post on KWP Intranet

_____ Prepared Flyer: _____ Delivered Flyers to Agent _____ New Listing Board _____

_____ Scanned & Entered into Dot Loop

_____ Burned Photos to CD

Notes _____
