

Ordering Postcards, Flyers & Business Cards from Xpressdocs

POSTCARDS

1. *Log on* to www.xpressdocs.com/bhhsfloridarealty

or

Choose the Xpressdocs link through your company web site

2. *Select your product*

Click on product choice on left side of screen

Choose template, click *Select* button below required template

3. *Postcard Back*

Select your template back by putting the dot in the spot next to your choice

Click *Next*

4. *Order Information*

Name This Order: typically shortened form of address

Assign your headshot

For Picture Templates -

Upload any photos - **pay attention to resolution size!**

Property Address: i.e. 1234 Main Street

Location (Area): i.e. Pembroke Pines or Century Village

Mailing Side Comments: Type in your own comments or choose from our selection by clicking on *Suggested Comments*.

Click *Proof Order* button

Proof your order carefully then check the *Customer Agreement* boxes

(note orders are printed within 5 minutes! Do not proof AFTER order placed as it is too late to cancel)

Click *Next*

5. Delivery Method

Choose from SHIP ORDER TO ME

or USE OUR COMPLETE MAILING SERVICE - Click Next

Choose FIRST Class or STANDARD Class mailing - Click Next

6. Addressing Options

IF SHIP ORDER TO ME CHOSEN - you have the option to have your cards sent to you blank or with addresses printed on them

Click Next

7. Order Options

If SHIP ORDER TO ME option chosen - enter quantity required

If USE OUR COMPLETE MAILING SERVICE chosen - Select a list from your address lists already loaded in your account

Or Upload your own list - highly recommended, you get to choose the address that are most effective for you

Or Choose from our lists: Radius List or Street Search -

(5¢ per address to purchase - printed on cards free)

YOUR OWN ADDRESSES WILL BE PRINTED ON YOUR CARDS FREE OF CHARGE

Click Next

8. Order Summary

Check details and enter credit card details before selecting ***PLACE MY ORDER***

FLYERS, BROCHURES & BUSINESS CARDS

To place orders for flyers, brochures & business cards - omit instructions 6. & 7. Products will be shipped to your office **NEXT BUSINESS DAY!**

Gail Kennedy

SE Regional Sales Manager

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