

Marketing Service Report

Prepared for John Smith

1983 Graduate Way Lansing, MI, 48917

Prepared by Tracy Snyder, ABR

1983 Graduate Way Lansing, MI, 48917



Contents

This marketing service report is organized into the following sections:

- 1** Services performed
- 2** Summary remarks

Prepared by Tracy Snyder, ABR
BriarWood Realty

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Introductory comments

Please find attached a list of activities in which I have engaged during this report period. We provide these to you so that you can keep up-to-date with all the things we have done to get your property sold as quickly as possible.

Services performed

Date/Activity/Showing	Description
02/16/2006 Measure home	Home Measured by Tracy
02/16/2006 Take pictures of home	Pictures Taken by Nicole
02/16/2006 Write double brochure	Double Brochure Written by Nicole
02/16/2006 Listing Paperwork	Listing Paperwork Completed by Tracy
02/16/2006 Get keys made	Extra Keys Made by Nicole
02/16/2006 Order Sign	Sign Ordered by Terri
02/16/2006 Input into MLS System	Input into MLS Computer by Terri
02/16/2006 Call in Home Warranty	Home Warranty called in by Tiffany
02/17/2006 Order Prelim Titlework	Title Work Ordered by Tiffany
02/17/2006 Design Brochure	Brochure Designed by Tracy
02/17/2006 Place Brochure Box	Brochure Box Placed by Tracy
02/17/2006 Mail lineside to client to preview	Lineside Mailed to Client by Tiffany
02/17/2006 Cds Copied	Tour Cds Copied by Nicole and Delivered to Client
02/18/2006 Neighborhood Postcard	Neighborhood Postcard Designed, Printed and Mailed by Tiffany
02/18/2006 Place keybox	Keybox Placed by Tracy
02/18/2006 Prepare Marketing Notebook	Marketing Notebook Prepared by Tiffany

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02/18/2006	Install sign	Sign Installed by Martin
02/18/2006	Write ads	Ads Written by Tracy
02/18/2006	Stage home	Home Staged by Sheri
02/19/2006	Print Tent Cards	Tent Cards Printed by Tiffany
02/19/2006	Order Virtual Tour	Virtual Tour Completed and Linked to Website by Nicole
02/19/2006	Showing	Showing went well, but buyer was uncertain about bedroom sizes
02/20/2006	E-mail Top Agents	Top Selling Agents in Area 07 were Emailed by Tracy
02/20/2006	Deliver Marketing Notebook	Notebook Delivered to Clients by Nicole
02/21/2006	Homes And Lifestyles	Nicole Submitted Ad to Homes and Lifestyles
02/26/2006	Open House	First Open House Scheduled

Summary remarks

We are confident, subject to the suggestions we have made, that your property will sell soon. If there is anything we can do to make the process easier, you have only to call and let us know!

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Questions...



If you have any questions or concerns, please don't hesitate to call me.

Tracy Snyder

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