

# ORDER FORM *(RECIPROCAL)*

Any Questions?

Call the Production Dept. at (424)249-6215

## 1. BROKER EDITION DEADLINE

If you would like The MLS publication department to create your ad your listing must be available in CARETS no later than the date of the publication you are advertising in

## 2. FAX THIS FORM TO (310)360-1730 before deadline or email: [Production@themls.com](mailto:Production@themls.com)

### INSTRUCTIONS:

1. Agree to The MLS Broker Open House Guide™ Terms and Conditions (*Broker Edition*)
2. Complete and Submit the Order Information Form
3. Complete and Submit the Credit Card Authorization Form

**NOTE:** Each form must be completed in order for us to process your order.

### STEP 1

The MLS Broker Open House Guide™ Terms and Conditions - **I AGREE (initial)** \_\_\_\_\_

First Name \_\_\_\_\_ Last Name: \_\_\_\_\_

### STEP 2

## BROKER EDITION

### AD TYPE Please select your Ad Type for the Broker Publication

<input type="radio"/> Corporate Property Full-Page Color Glossy	\$499.00	Deadline: Tuesday, 5pm
<input type="radio"/> CAgent Property Full-Page Color Glossy	\$475.00	Deadline: Tuesday, 5pm
<input type="radio"/> Multi-Property B/W	\$265.00	Deadline: Wednesday, 5pm
<input type="radio"/> Corporate Property Full-Page B/W	\$245.00	Deadline: Wednesday, 5pm
<input type="radio"/> Agent Property Full-Page B/W	\$220.00	Deadline: Wednesday, 5pm
<input type="radio"/> Showcase Ad w/Color Photo	\$55.00	Deadline: Wednesday, 5pm
<input type="radio"/> Showcase Listing (w/out photo)	\$30.00	Deadline: Wednesday, 5pm

**NOTE:** All dates represent the week the ad will appear in print.

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**STEP 3**

**CREDIT CARD PAYMENT AUTHORIZATION FORM**

I/We authorize The MLS Broker Open House Guide™, its parent and affiliated entities to charge the fees for the accompanying advertising order to my/our credit card shown below. I/We have requested the charges to be submitted through any bank or credit card processor as \_\_\_\_\_ charge(s) of \$\_\_\_\_\_ each, for a total of \$\_\_\_\_\_. Each charge will be made on or before the advertising closing date for one of the scheduled issues of The MLS Broker Open House Guide™ in which I/we have ordered my advertising to appear.

The charges will be made to my/our credit card even if I/we change or suspend publication dates. I/We can transfer the advertising I/we have ordered to different publication dates so long as they are for the same type of advertisement as shown in The MLS Broker Open House Guide™ rate card. If any charge is rejected or returned by the financial institution on which it is drawn, I/we will immediately pay the entire balance due, whether or not the advertising has been published, and all collection and processing costs incurred by The MLS Broker Open House Guide™. Once submitted, my/our purchase of advertising insertions and this authorization are non-cancellable and non-refundable.

Date \_\_\_\_\_

Signed \_\_\_\_\_

**PAYMENT** Fill in all fields.

NAME ON CREDIT CARD (required)

CREDIT CARD TYPE (required)

CC EXP. DATE (required)

CREDIT CARD NUMBER (required)

BILLING ADDRESS (required)

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## Please Tell Us About Yourself

NAME (FIRST/LAST)	
DRE #	EXPIRATION DATE
PRIMARY MLS NAME	PRIMARY BOARD NAME
FIRM NAME	
FIRM ADDRESS	
CITY, STATE	ZIP CODE
EMAIL ADDRESS	
PHONE	FAX
EMAIL ADDRESS	

## Please Complete Your Open House Information

MLS #		
OPEN HOUSE ADDRESS		
AREA	PRICE	PROPERTY TYPE
OFFICE ADDRESS		
CITY, STATE	ZIP CODE	
LISTING AGENT #1	LISTING AGENT #2	
REFRESHMENTS (if any)		
AD HEADLINE (Agent Property Ad Headline 60 characters max. Corporate Property Ad Headline 35 characters max.)		
OPEN HOUSE DATE(S)/HOUR(S)		
PROPERTY INFORMATION (Email to an MLS Account Executive): <i>Note Showcase Listing is 200 characters, All other Ad Types are 500 characters.</i>		
LISTING PHOTO: Please email to: <b>Production@TheMLS.com</b>	COMPANY LOGO: Please email to: <b>Production@TheMLS.com</b>	