

**ORDER FORM**(RECIPROCAL)

Any Questions?

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

**1. BROKER/WEEKEND 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****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 — <http://www.themls.com/membersonly/membership/ohagree.cfm>**

The MLS Open House Guide™ Broker Edition 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"/> Agent 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.

**WEEKEND EDITION****AD TYPE** Please select your Ad Type for the Weekend Publication

<input type="radio"/> Agent Property Full-Page Color	\$250.00	Deadline: Monday, 5pm
<input type="radio"/> Corporate Property Full-Page B/W	\$99.95	Deadline: Tuesday, 5pm
<input type="radio"/> Multi-Property B/W	\$99.95	Deadline: Tuesday, 5pm
<input type="radio"/> Agent Property Full-Page B/W	\$69.95	Deadline: Tuesday, 5pm
<input type="radio"/> Showcase Ad w/ Photo	\$24.95	Deadline: Tuesday, 5pm
<input type="radio"/> Showcase Ad w/out Photo	\$15.00	Deadline: Tuesday, 5pm

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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>	

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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)