



# Front-Line Services

- Transaction Processing (Contract to Close)
- Assist with Associate Following up on missing paperwork
- Making Copies for Associates, Co-Agents and Clients
- Coordinating Showings between Sellers and Co-Broke Agents.
- Front line Administrative Assistance with All Company Clients and Customers
- Professionally Answers and Services All incoming Phone Calls.
- Providing Text messaging to All Associates upon Request
- Assisting Associates with Incoming Vendor Requests
- Faxing Real Estate Related documents to Co-Broke Agents
- Coordinating, verifying and Faxing Commission Disbursement Sheets
- Processing ALL Non MLS Volume Credit on behalf of R.E. Associates
- Coordinating proper dissemination of service for Out-of Town Associates
- Providing Daily Metering and Mail Service dissemination
- Providing Prompt notification of Incoming Faxes and Over-night Deliveries
- Processing MLS: Manatee, Venice, Pt Charlotte and Sarasota
- Providing instructional and maintenance assistance with all office equipment.
- Provides itemized Tax assistance with Transactional, Monthly and Annual documentation
- Processes *Monthly* ALL; Associate Rentals, Associate Billing, Associate multi-media Advertising, Associate Vendor Credits, and Associate Franchise Fees and .....

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*Additional services are available. Talk with Susie for Details.*