

CONTACTS

- Database Management Mail Merge feature allows you to create labels, label envelopes, send e-mail messages, create letters and fax cover sheets
- Comprehensive Book of Business—When you are ready to sell
- Web-based—no expensive software—no expensive upgrades

TO DO LISTS

- Includes task description, contact, priority and date

CALENDAR

- Printable day/week/month
- E-mail reminder 1 hour before your appointment

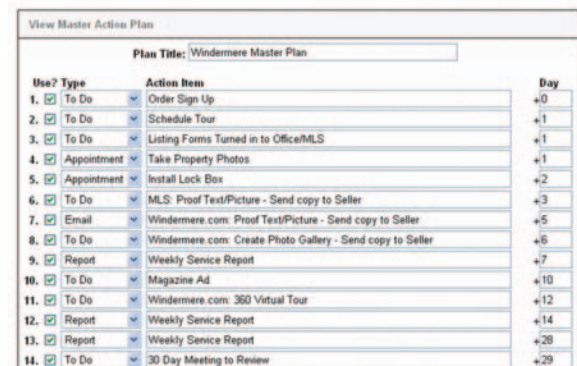


E-MAIL

- Distribution list features for bulk e-mailing

LISTINGS

- Manage listings with Customizable Action Plans



| Use? | Type | Action Item | Day |
|-------------------------------------|-------------|--|-----|
| <input checked="" type="checkbox"/> | To Do | Order Sign Up | +0 |
| <input checked="" type="checkbox"/> | To Do | Schedule Tour | +1 |
| <input checked="" type="checkbox"/> | To Do | Listing Forms Turned in to Office/MLS | +1 |
| <input checked="" type="checkbox"/> | Appointment | Take Property Photos | +1 |
| <input checked="" type="checkbox"/> | Appointment | Install Lock Box | +2 |
| <input checked="" type="checkbox"/> | To Do | MLS: Proof Text/Picture - Send copy to Seller | +3 |
| <input checked="" type="checkbox"/> | Email | Windermere.com: Proof Text/Picture - Send copy to Seller | +5 |
| <input checked="" type="checkbox"/> | To Do | Windermere.com: Create Photo Gallery - Send copy to Seller | +6 |
| <input checked="" type="checkbox"/> | Report | Weekly Service Report | +7 |
| <input checked="" type="checkbox"/> | To Do | Magazine Ad | +10 |
| <input checked="" type="checkbox"/> | To Do | Windermere.com: 360 Virtual Tour | +12 |
| <input checked="" type="checkbox"/> | Report | Weekly Service Report | +14 |
| <input checked="" type="checkbox"/> | Report | Weekly Service Report | +20 |
| <input checked="" type="checkbox"/> | To Do | 30 Day Meeting to Review | +29 |

- Create fast flyers—16 to choose from—that you can print or e-mail



Please note: Contact Management System is a continually evolving program. New features will be rolled out on a regular basis—features designed to help you make the most of your real estate career.