



Office Banner Logo Information and Purchase Order

OFFICE BANNERS

Office banners provide an opportunity for you to advertise your office name and logo in the MLS (see sample below). Your office banner displays when the public or other agents view your office listings or look up your office or agent information. It also displays on any property flyers produced by your office's agents.



If you want to create your own office banner, you can attach it to the MLS Web site at no charge. The banner must be created as a graphic file and meet the following requirements. It must be 600 pixels wide by 50 pixels high, and the file size must be no larger than 30K.

TIP: When creating an office banner, it is helpful to start with a new document that is the correct size. Then you can move in other existing images or create new artwork within those boundaries.

To upload an office banner, in the Office menu, select Upload Office Banner. Click the Browse button to locate and open the graphic file, then follow the instructions that display.

PURCHASE ORDER

Rapattoni MLS offers a service that creates an office banner for you. In order for us to create a banner, you will need to supply us with your office name and logo. We would prefer to receive the logo as a JPEG (*.jpg) graphic file. If you cannot supply us with a graphic file, we can scan your logo from printed artwork you supply. Please see below for pricing information.

Rapattoni will not create original artwork. Rapattoni cannot guarantee the quality of logos not received as a graphic file.

I want Rapattoni to create an office banner for my office. I am supplying Rapattoni with my office logo as follows:

- | | |
|-----------------------------------------------------------------------------------------|----------|
| <input type="checkbox"/> JPEG Graphic File supplied | \$ 75.00 |
| <input type="checkbox"/> Printed Artwork supplied (please mail originals when possible) | \$125.00 |

OFFICE NAME: _____ PHONE NUMBER: _____

CONTACT NAME: _____ OFFICE ID: _____ SUPPORT ID #: 3247

Please sign and mail this Purchase Order along with your artwork and a check or money order payable to Rapattoni Corporation, to: Rapattoni Corporation, 98 West Cochran Street, Simi Valley, CA 93065.

Please allow two to four weeks for completion of the banner.

PURCHASER SIGNATURE: _____ TITLE: _____ DATE: _____

For Rapattoni Use Only Association/MLS Name: _____ Support ID #: _____

Date Completed: _____ File Name: _____