



Welcome to Virtually Staging Properties<sup>SM</sup>. We are pleased that you have chosen our unique and exciting virtual staging service to help your vacant property stand out among the competition on the Internet, generate buyer traffic and get SOLD!

Please read the following instructions and provide the required information on page 2. Orders can't be entered into our work process until both the completed order form and the photos are received.

#### **Photograph Recommendations:**

In an effort to maintain authenticity, accuracy and consistency, we do not edit or alter the photos (or the subject property) you provide to us in any way. Additionally, it is important to note that the ultimate quality of the Virtually Staging Properties<sup>SM</sup> finished product is significantly impacted by the quality of the photos originally provided.

The following are a few recommendations regarding the photos to be 'staged':

1. Avoid under/over-exposure by taking photos in proper light levels. Avoid having bright windows and light fixtures near the center of the photo. Try to avoid using flash. Natural or ambient light is generally more desirable.
2. Significant wide angle photos can be difficult to make look realistic. Further, photos that exhibit extreme effects of a wide angle lens often result in a lower degree of realism in the finished product due to the distorted proportions of the room photographed. Additionally, those photos that exhibit extreme wide-angle lens effects (fish-eye) will not work with the Virtually Staging Properties<sup>SM</sup> Service.
3. While we can work with most any photo resolution, we strongly recommended that all images should be a minimum of 250 dpi resolution with a physical size of at least 4"x 6". A higher resolution photo will offer you more flexibility in the end use of the staged photo (web, print, etc.). We recommend a file size of at least 500kb.
4. For best possible results, the camera should be positioned horizontally with a nice mix of floor and ceiling, between 4 and 5 feet above the ground when photos are taken. Consider where furniture will likely be placed and do not shoot from those positions if possible.
5. We prefer JPEG, TIFF or EPS file formats. Pictures in the organic format of a standard retail digital camera are also generally acceptable.

#### **Photo Upload Instructions (photos sent via e-mail can't be accepted):**

To send us your photos, please follow the instructions below:

1. Open your Web browser and delete the contents of the Address field at the top of the browser.
2. Enter the following into the Address field (or click the link below if it appears):  
<http://dropbox.yousendit.com/VSP>
3. Please enter your last name followed by the property address (ie: Bell – 123 Main Street) in the subject line.
4. Provide any additional info you like in the Message Box.
5. Attach your photos to upload (up to 5 per message) by clicking "Select file" just above the send button. Once all of your photos have been attached, just press the "Send It" button. If you want to send more than 5 photos, just repeat this step.
6. Please complete and fax page 2 to us at the fax number below to complete the order process.

Our average turn-around time is 3-4 business days (please note this is just an average); actual turn-around time can be longer or shorter depending upon our backlog at the time your complete order is received. Upon completion of your photos, you will receive an e-mail to the address you provide on page 2 that will contain a link to the 'staged' photographs. Thank you for your order and we appreciate your business!!

**Customer Information**

Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 City & State: \_\_\_\_\_  
 e-mail: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_  
 Property Address: \_\_\_\_\_

**Order Information** (Select 1 of the following packages)

<input type="checkbox"/> Three Photo Package	\$205 = \$	_____
<input type="checkbox"/> Four Photo Package	\$260 = \$	_____
<input type="checkbox"/> Five Photo Package	\$305 = \$	_____
Additional Photos	_____ x \$60 = \$	_____
Color Enlargements (8X10in)	_____ x \$15 = \$	_____
<i>(Min 3 - Great for on-site display)</i>		
Total Due	\$	=====

**Photo Information**

Photo Name	Description of Room <i>(ie: Living Room)</i>	Room Dimensions <i>(L x W) in Ft</i>	Additional Comments

*Tell Us About the Property (List Price, Area, etc.) and the Likely Buyer (1st-time Homebuyer, Move up, etc.):*

**Payment Information - (Visa/MC & American Express only)**

Name as it Appears on Card: \_\_\_\_\_ (Visa/MC) 3-Digit CW2/CVC2 Code: \_\_\_\_\_  
Located near signature panel on back of card

Cardholder Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ (Amex) 4-Digit CW2/CVC2 Code: \_\_\_\_\_  
Located above account number on front of card

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**OUR CHARGE WILL APPEAR ON YOUR CREDIT CARD STATEMENT AS: NO VACANCY, INC.**

**Terms & Conditions (Important - Please Read)**

- Customer acknowledges that the Virtually Staging Properties <sup>SM</sup> photos are copyrighted and shall be used exclusively for the purpose of marketing the exact real property for sale that is depicted in the photos and detailed in this order form. Should the 'staged photos' be used in an alternate manner without the written permission of Virtually Staging Properties, Inc. (VSP), Customer will forfeit its rights to use the 'staged' photos for any purpose.
- Customer is responsible for informing potential buyers and their agents that the photos have been virtually staged and that they are for presentation and marketing purposes only and that VSP makes no representations or warranties as to the accuracy of the 'staged' photos, including, but not limited to, furnishings scale, size, shape, color, etc. Further, Customer represents to VSP that the photos provided by Customer (or their representative) to be virtually staged have not been edited or 'touched-up' in any way and agrees to not edit or 'touch-up' the staged photos at any time. Each staged photo will be branded with our web address in the lower right corner.
- The staged photos shall only be used for the exact property identified on page 2 of this form.
- Customer is responsible for determining that the use of the 'staged' photos is in compliance with any and all applicable rules of any outlet in which the 'staged' photos are utilized.
- Customer agrees that the 'staged' photos will not be made part of any agreement between the relevant parties to a purchase or sale agreement or any other agreement.
- Customer holds the rights to the original photos, or has obtained permission from the owners of the photos, and conveys all necessary rights to VSP to perform its Virtually Staging Properties <sup>SM</sup> service on the photos, as well as to use the photos in its own marketing efforts.
- VSP will undertake its best efforts to produce a final product similar to that of the images maintained on the Gallery Page of our website, however the quality, style and format of the pictures provided to VSP will have a significant impact on the quality of the final product produced. Any modifications or re-work to the final product requested by Customer will be billed at an hourly rate of \$35/hr.
- I authorize Virtually Staging Properties <sup>SM</sup> (VSP) or No Vacancy, Inc. (NVI) to charge my credit card (above) for the total amount due as detailed in this order form upon completion of the project. Additionally, I authorize VSP/NVI to obtain pre-approval authorization for the amount to be charged prior to beginning its work. Further, I understand that should pre-approval not be provided by customer's credit card company, VSP shall not begin work. **OUR CHARGE WILL APPEAR ON YOUR CREDIT CARD STATEMENT AS: NO VACANCY, INC.**

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The discounted pricing reflected on this order form is only available to active ERA<sup>®</sup> agents and brokers. Order must be placed with this order form or via the website [www.virtuallystagingproperties.com/era](http://www.virtuallystagingproperties.com/era) with the ERA promo code.

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