

Media Group
YOU MAN

We put the human back in customer service.



HOW TO REQUEST EMAIL LISTING CAMPAIGN

HOW TO REQUEST EMAIL LISTING CAMPAIGN

#1. PREPARE ALL YOUR DOCUMENTS

We require a minimum of 1 photo.

It will help if you can also send us a document with all the listing information (word document or PDF is fine). For the “listing information” it can be a PDF of the MLS listing – from this information we can pull all the information necessary to build the flyer and the email.

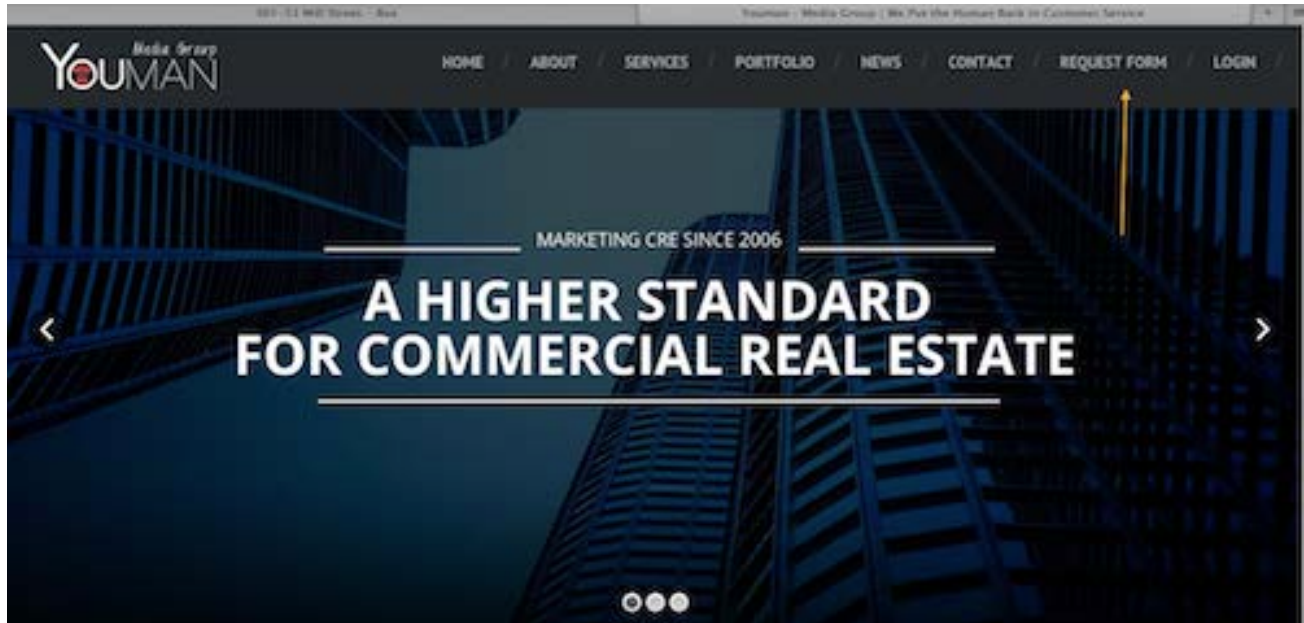
In the example below we have 5 photos and 1 PDF document of the MLS listing ready.



HOW TO REQUEST EMAIL LISTING CAMPAIGN

#2. ONLINE REQUEST FORM

Go to Youman website (www.youmanmedia.com) and click on REQUEST FORM located on the right hand side.



Click on Royal LePage Commercial



REQUEST FORM

PLEASE SELECT YOUR COMPANY:

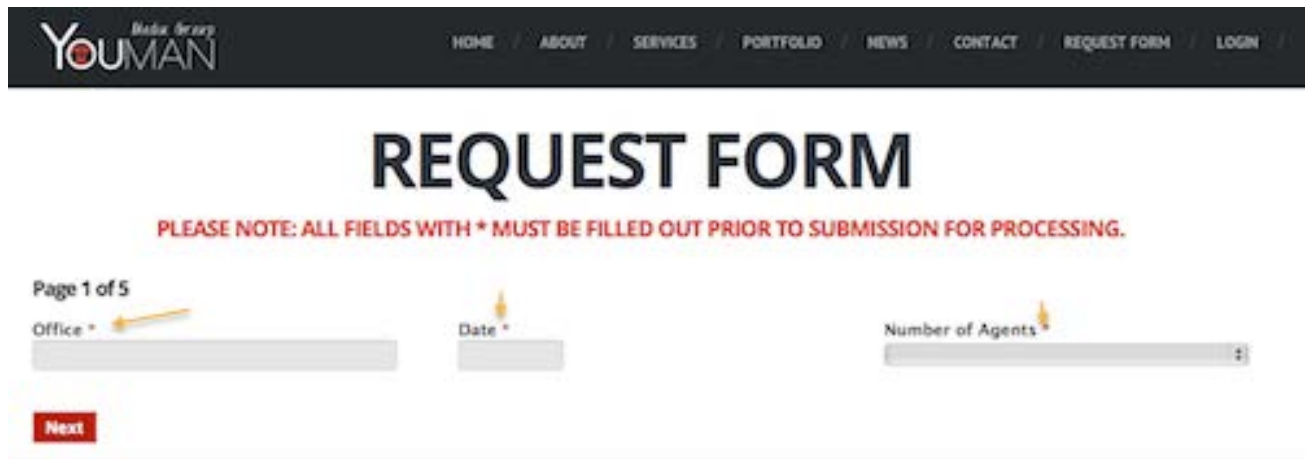
- Royal LePage Commercial
- Colliers International
- Lee & Associates
- CBRE
- Coldwell Banker
- Wingert

HOW TO REQUEST EMAIL LISTING CAMPAIGN

#3 ENTER OFFICE & AGENT/BROKER INFORMATION

This information is important for us to know which office you work with and how many agents will be on the flyer/email.

You will notice a (*) by certain fields – this indicates a mandatory field. You must provide this information to be able to move onto the next step.



YOU MAN Real Estate Group HOME / ABOUT / SERVICES / PORTFOLIO / NEWS / CONTACT / REQUEST FORM / LOGIN

REQUEST FORM

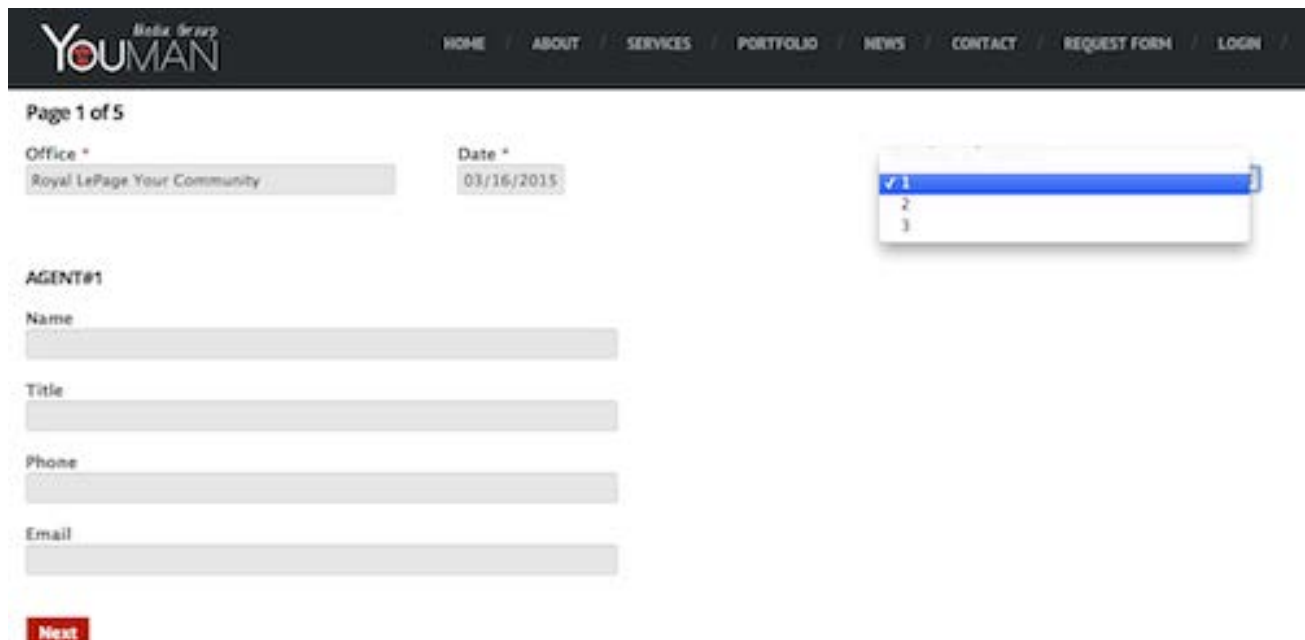
PLEASE NOTE: ALL FIELDS WITH * MUST BE FILLED OUT PRIOR TO SUBMISSION FOR PROCESSING.

Page 1 of 5

Office * Date * Number of Agents

Next

When you select the # of Agents/Brokers a drop down menu with fields to enter their information will appear. For this example, we will select 1 Agent/Broker.



YOU MAN Real Estate Group HOME / ABOUT / SERVICES / PORTFOLIO / NEWS / CONTACT / REQUEST FORM / LOGIN

Page 1 of 5

Office * Date * Number of Agents

Royal LePage Your Community 03/16/2015 1

AGENT#1

Name

Title

Phone

Email

Next

HOW TO REQUEST EMAIL LISTING CAMPAIGN

Once you have entered the entire Agent/Broker information click on NEXT.

YOU MAN Media Group
HOME / ABOUT / SERVICES / PORTFOLIO / NEWS / CONTACT / REQUEST FORM / LOGIN

Page 1 of 5

Office *
Royal LePage Your Community

Date *
03/16/2015

Number of Agents *
1

AGENT#1

Name
William Mariani

Title
Sales Representative

Phone
514-569-5415

Email
wmariani@youmanmedia.com

Next

#4. PROPERTY INFORMATION

This section deals with all the information for the property – take note of the mandatory fields (indicated with an *).

PROPERTY INFORMATION

Property Type *

Transaction Type *

Street Number * Street Name * Street Type * Direction

Unit Number Province *

Total SF * SF Office Other SF details (if any)

Previous **Next**

HOW TO REQUEST EMAIL LISTING CAMPAIGN

YOU MAN Media Group
HOME / ABOUT / SERVICES / PORTFOLIO / NEWS / CONTACT / REQUEST FORM / LOGIN

PROPERTY INFORMATION

Property Type *
Office

Transaction Type *
For lease

Street Number * 55 Street Name * Main Street Street Type * Street Direction

Unit Number #301 Province * Ontario

Total SF * 850 SF Office Other SF details (if any)
Note: it is for Sub-lease

Previous Next

a & b. You will notice some fields have arrows at the end of them – these indicate dropdown menu choices:

Commercial/industrial
Home
Industrial
Land
Office
Retail
Residential for sale
Other

If in the dropdown menu you do not find your specific requirement, simply type it in the OTHER SF DETAILS (IF ANY) field. In this example (c) we entered a note that the office space is for SUB-LEASE

c. This field can be used to enter additional information.

d. Once all completed click on NEXT

HOW TO REQUEST EMAIL LISTING CAMPAIGN

#5. FEATURES

FEATURES

Please enter each feature seperated by a comma

feature 1, feature 2, feature 3,

PRICE

\$ *

Type *

Additional Rent

Previous

Next

This section is where you can write in the features to be put onto the flyer/email – NOTE: If you are attaching a PDF of the MLS listing or any document with this information already on it you do not need to fill this out.

However, if you do not have any such materials here is the spot where you can write in all the features you may want on the flyer/email.

Example:

FEATURES

Please enter each feature seperated by a comma

Enter Features here

Attractive, inspiring space in a restored historic building in the Distillery District
High quality build-out suitable for creative, technology and professional service firms
Share the top floor with other prestigious creative firms

PRICE

\$ *

Type *

Additional Rent

Previous

Next

HOW TO REQUEST EMAIL LISTING CAMPAIGN

FEATURES

Please enter each feature seperated by a comma

Attractive, inspiring space in a restored historic building in the Distillery District
High quality build-out suitable for creative, technology and professional service firms
Share the top floor with other prestigious creative firms

PRICE

\$ *
3,200

Type *

/SF GROSS

Additional Rent

PUT ADDITION INFO HERE

Previous

Next

- A. Put in the price
- B. Select the type – Note: if your specific type is not there then put it in the Additional Rent space (c)
- C. To be used for additional information.

Click NEXT when complete

#6. FREQUENCY OF MAILING & CONTACT INFORMATION

FREQUENCY OF MAILING

Please Select *

Weekly

SPECIAL INSTRUCTIONS

Please include any special instructions

CONTACT INFORMATION

Agent Lead Email Address *

Agent Lead Telephone

Previous

Next

HOW TO REQUEST EMAIL LISTING CAMPAIGN

This section is where you select the frequency of the email – do you want it to go out once a week, twice a month, every month, or other?

FREQUENCY OF MAILING

Please Select *

- Weekly
- Every 2 Weeks
- Every 3 Weeks
- Once a Month
- One time send
- Other

CONTACT INFORMATION

Agent Lead Email Address *

Agent Lead Telephone

[Previous](#) [Next](#)

The CONTACT INFORMATION is for us just incase we have questions and need to contact someone regarding the request.

FREQUENCY OF MAILING

Please Select *

SPECIAL INSTRUCTIONS

Please include any special instructions

CONTACT INFORMATION

Agent Lead Email Address *

Agent Lead Telephone

[Previous](#) [Next](#)

Once all filled out click NEXT.

HOW TO REQUEST EMAIL LISTING CAMPAIGN

#7. DOCUMENTS

This section is where you attach the photos and document.

NOTE: It is mandatory to have one hi-resolution photo so the first attachment button has a (*) to indicate this. You will not be able to submit without a photo.

DOCUMENTS TO INCLUDE

It is mandatory that you supply one hi-resolution photo for us to use.

File Upload 1 * no file selected

File Upload 2 no file selected

File Upload 3 no file selected

File Upload 4 no file selected

File Upload 5 no file selected

File Upload 6 no file selected

If you have more than 6 photos to upload please let us know and we will contact you to arrange receipt

I have more than 6 documents to include

Once you have attached all your documentation click SUBMIT.

You will get a notice that your request has been successfully submitted

REQUEST FORM

PLEASE NOTE: ALL FIELDS WITH * MUST BE FILLED OUT PRIOR TO SUBMISSION FOR PROCESSING.

Your request will be ready within 3 business days*. Please review all drafts sent to you carefully as we are not responsible for any grammar or spelling mistakes.

Please notify us if a listing is to be removed from email rotation. We are not responsible for any listings that are sent out if not properly notified.

*if all materials are supplied.

NOTE: It is very important that you review the drafts we send, as we are not responsible for any grammar or spelling mistakes.

Also you must notify us if a listing is to be removed from email rotation.